



Burdekin Shire Council

AGENDA

ORDINARY COUNCIL MEETING

**HELD AT COUNCIL ADMINISTRATION BUILDING,
145 YOUNG STREET, AYR**

on 13 June 2023

COMMENCING AT 9:00 AM

At this meeting contributions made by members of the public may be recorded by way of audio recording which will be used for the purpose of developing minutes of the meeting and decision making of Council. Burdekin Shire Council is bound by the *Information Privacy Act 2009* to protect the privacy of personal information.

Under Local Law 1 Section 35(3) a person must not make an audio or video recording of a local government meeting, a standing committee meeting, a special committee meeting or an advisory committee meeting unless the chairperson at the meeting gives consent in writing to the recording of the meeting.

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ORDER OF BUSINESS:

ATTENDANCE

2. PRAYER

3. DECLARATIONS OF INTEREST

4. MINUTES AND BUSINESS ARISING

4.1. Ordinary Council Meeting Minutes - 23 May 2023

5. EXECUTIVE

5.1. CEO

5.1.1. Council Workshops - May 2023

5.2. ECONOMIC DEVELOPMENT

6. CORPORATE AND COMMUNITY SERVICES

6.1. CLIENT SERVICES

6.2. COMMUNITY DEVELOPMENT

6.3. FINANCIAL AND ADMINISTRATIVE SERVICES

6.3.1. Adoption of 2023/24 Fees and Charges

6.3.2. Adoption of Non-Current Asset Accounting Policy

6.3.3. Code of Competitive Conduct - Business Activities

6.3.4. Corporate Purchase Card Policy

6.4. GOVERNANCE

6.4.1. Nomination of Burdekin Show Holiday Date for 2024

6.4.2. Townsville City Council - Houghton Pipeline Project Stage 2 - Request for Easements and Temporary Construction Access Areas within Reserve Land.

7. INFRASTRUCTURE, PLANNING AND ENVIRONMENTAL SERVICES

7.1. ENVIRONMENTAL AND HEALTH SERVICES

7.1.1. Proposed Bait and Tackle Stall - Jerona Boat Ramp

7.1.2. Sole Supplier - Dune Restoration Project

7.2. OPERATIONS

7.2.1. Supply and Installation of Fencing at Ayr Aerodrome

7.3. PLANNING AND DEVELOPMENT

7.4. TECHNICAL SERVICES

7.4.1. Faulty or Broken Water Meter Policy

7.4.2. Undetected Water Leak Policy

8. NOTICE OF MOTION

9. RECEIPT OF PETITIONS

10. CORRESPONDENCE FOR INFORMATION

11. GENERAL BUSINESS

12. CLOSED BUSINESS ITEMS

13. DELEGATION

4.1. MINUTES AND BUSINESS ARISING

Ordinary Council Meeting Minutes - 23 May 2023

Recommendation

That the minutes of the Ordinary Council Meeting held on 23 May 2023 be received as a true and correct record.

Attachments

1. 20230523OrdinaryCouncilMeetingMinutes



Burdekin Shire Council

MINUTES

ORDINARY COUNCIL MEETING

**HELD AT COUNCIL ADMINISTRATION BUILDING,
145 YOUNG STREET, AYR**

on 23 May 2023

COMMENCING AT 9:03 AM

ORDER OF BUSINESS:

1. ATTENDANCE

Councillor Lyn McLaughlin, Councillor Sue Perry, Councillor Kaylee Boccalatte, Councillor Michael Detenon, Councillor John Furnell, Councillor Max Musumeci

Mr. T. Brennan - Chief Executive Officer
Mr. N. O'Connor - Director Corporate and Community Services
Mr. N. Wellwood – Director of Infrastructure, Planning and Environmental Services
Mr. T. Blackwell - Manager Community Services (Part)
Mrs. E. Devescovi - Manager Client Services (Part)
Mrs. K. Galletta - Manager Planning and Development (Part)
Mrs. K. Olsen - Manager Financial and Administrative Services (Part)
Mr. W. Saldumbide - Manager Operations (Part)
Mr. M. Pearce - Senior Planning Officer (Part)
Mrs. T. Quagliata - Community Development Officer (Part)

Apologies - Councillor John Bonanno

Minutes Clerk - Mrs. S. Iturriaga

2. PRAYER

The meeting prayer was delivered by Pastor Peter Holmes of the Australian Christian Churches.

9.10am - Mr. Saldumbide entered the meeting.

3. DECLARATIONS OF INTEREST

The Mayor called for declarations of interest.

Councillor Musumeci advised he had a Declarable Conflict of Interest in Item 4.4.5 Community Grants Panel Meeting Minutes - Round 4 - 3 May 2023 as he is the director of the South Burdekin Financial Services Boards who are currently engaged in their own Community Grants Scheme. Councillor Musumeci advised of his intention to leave the meeting prior to this discussion.

Councillor Boccalatte advised she had a Declarable Conflict of Interest in Item 4.4.5 Community Grants Panel Meeting Minutes - Round 4 - 3 May 2023 Item 1.7 Burdekin Artisan Community Association as she has received gifts and donations from Burdekin Artisan Community Association Inc. totalling \$1460.00. Councillor Boccalatte advised of her intention to leave the meeting prior to this discussion.

Councillor McLaughlin advised she had a Declarable Conflict of Interest in Item 4.4.5 Community Grants Panel Meeting Minutes - Round 4 - 3 May 2023 Item 1.5 Burdekin Netball Association Inc. as she is a Life Member of the Burdekin Netball Association who have applied for funding through the Community Grants Program.

9.12am - Mrs. Devescovi entered the meeting.

4. MINUTES AND BUSINESS ARISING

4.1. Ordinary Council Meeting Minutes - 9 May 2023

Recommendation

That the minutes of the Ordinary Council Meeting held on 9 May 2023 be received as a true and correct record.

Resolution

Moved Councillor Detenon, seconded Councillor Furnell that the recommendation be adopted.

CARRIED

4.2. Economic Development Advisory Group Meeting Minutes - 30 March 2023

Recommendation

That:

1. the minutes of the Economic Development Advisory Group Meeting held on 30 March 2023 be noted and adopted.
2. Council lobby project managers to consider promoting the Burdekin as a location to base and access the workforce required for the Burdekin Falls Dam raising project.
3. Council advocate for the Burdekin to be included in opportunities in relation to the Copperstring Project.

Resolution

Moved Councillor Detenon, seconded Councillor Musumeci that the recommendation be adopted.

CARRIED

4.3. Burdekin Shire Youth Council Meeting Minutes - 17 April 2023

Recommendation

Item 3 - NQ Fast Track Talent Showcase - 18 March 2023

Council notes the involvement of the Burdekin Shire Youth Council in the successful running of the 2023 NQ Fast Track Talent Showcase event held on 18 March.

Item 4 - Qld Youth Week Pool Party & Pop-Up Consultation - 13 April 2023

Council notes the involvement of the Burdekin Shire Youth Council in the successful running of the Youth Pool Party and Pop-Up Youth Consultation held as part of Qld Youth Week on 13 April 2023.

Item 5 - Involvement in Sweet Days, Hot Nights Festival - 26-27 May 2023

Council notes the proposed involvement of the Burdekin Shire Youth Council in the upcoming Sweet Days, Hot Nights Festival to be held on 26-27 May 2023.

That:

1. the minutes of the Burdekin Shire Youth Council Meeting held on 17 April 2023 be noted; and
2. the recommendations as detailed in the minutes and summarised in Items 3, 4 & 5 above be adopted.

Resolution

Moved Councillor Boccalatte, seconded Councillor Furnell that the recommendation be adopted.

CARRIED

4.4. Audit Committee Meeting Minutes - 3 May 2023

Recommendation

Item 3 Minutes from the previous Audit Committee Meeting

That the minutes from the previous meeting be formally adopted by the Committee.

Item 4.1 Shell Financial Statement and Points of Note

That the 2023 Shell Financial Statements and Points of Note be endorsed by the Committee.

Item 5.1 Preliminary Infrastructure Valuation Summary Report

That the Committee noted the Preliminary Infrastructure Valuation Summary Report 2023.

Item 6.1 Investment Policy

That the Investment Policy be endorsed by the Committee and presented to Council for formal adoption.

Item 7.1 QAO Briefing Paper

That the Committee noted the QAO Briefing Paper.

Item 7.2 2023 Crowe Horwath External Audit Plan

That the Committee endorsed the 2023 External Audit Plan.

Item 8.1 Internal Audit Reports - Fuel Management and Fleet Management

That the Committee accepts the Fuel Management and Fleet Management Audit Reports and Agreed Management Action Delivery Dates.

Item 9.1 Presentation of Risk Management Committee Meeting Minutes

That the Committee noted the Risk Management Committee Meeting Minutes held on 19 April 2023.

Item 9.2 JLT Cybersecurity Controls Review Report

That the Committee noted the Top Cyber-Security Controls Review briefing paper and associated recommendations.

Item 9.3 Strategic Risk Register Review

That the Committee endorse the Strategic Risk Register Annual Review 2023.

Item 9.4 Fraud and Corruption Risk Register

That the Committee noted the Fraud and Corruption Risk Register Report.

Item 9.5 Internal and External Audits - Agreed Management Action Items

That the Committee accepts the Agreed Management Action Item Status Report and endorse the amended due dates.

Item 10 Adoption of Audit Committee Charter

That the Committee commend the Audit Committee Charter to Council for adoption.

That:

1. the minutes of the Audit Committee meeting held on 3 May 2023 be noted; and
2. the recommendations as detailed in the minutes and summarised in Items 3 to 10 above be adopted.

Resolution

Moved Councillor Detenon, seconded Councillor Perry that the recommendation be adopted.

CARRIED

4.5. Community Grants Panel Meeting Minutes - Round 4 - 3 May 2023

Mr. Brennan advised that if the three (3) Councillors who had declared a conflict of interest on this matter were to leave the meeting for in globo consideration of the recommendations there would not be a quorum. The Mayor requested and the meeting agreed to considering the proposed allocation of community grants to Burdekin Netball Association and Burdekin Artisan Community Association separately, therefore allowing for a quorum to be maintained.

9.32am Councillor Musumeci left the meeting at the commencement of this discussion as he had a Declarable Conflict of Interest in Item 4.4.5 Community Grants Panel Meeting Minutes - Round 4 - 3 May 2023 as he is the director of the South Burdekin Financial Services Boards who are currently engaged in their own Community Grants Scheme.

Recommendation

Item 1 – Consideration of Grants Applications Round 4 – 2022/2023 Financial Year

No.	Applicant	Recommended Cash Funding	Recommended In-kind Support
1.1	Ayr Pastoral Agricultural & Industrial Assoc.		\$4000.00
1.2	Burdekin BMX Club (Application Withdrawn)		
1.3	Burdekin Canine Club	\$1,667.00	\$440.00
1.4	Ayr Tennis Association		\$260.00
1.5	Burdekin Netball Association Inc.	\$1,500.00	
1.6	Burdekin Junior Eisteddfod	\$1,875.00	
1.7	Burdekin Artisan Community Association	\$1,000.00	
1.8	Giru Daycare Association	\$500.00	
1.9	Burdekin Art Society	NIL	
1.10	LifeFlight	NIL	
1.11	Burdekin Football Inc	NIL	

That:

1. the minutes of the Community Grants Panel Meeting held on 3 May 2023 be noted, and;
2. it be noted that the remaining cash funds for Community Grants Panel for the 2022/2023 Financial Year prior to Round 4 is \$6,542.00 and;
3. the recommended funding as detailed in the minutes and noted in Item 1.1 – 1.11 be adopted and;
4. it be noted that the remaining cash funds available for the 2022/2023 Financial Year after the allocation from Round 4 will be NIL.

Resolution

Moved Councillor Furnell, seconded Councillor Detenon that the recommendation for approval of the Grants Applications Minutes - Round 4 - 3 May 2023 excluding Item 1.5 Burdekin Netball Association Inc. and Item 1.7 Burdekin Artisan Community Association be adopted noting the amendment to Item 1.1 Ayr Pastoral Agricultural & Industrial Assoc. to correct \$4000.00 Cash Funding to \$4000.00 In-kind Support.

CARRIED

9.34am Councillor McLaughlin left the meeting at the commencement of this discussion as she had a Declarable Conflict of Interest in Item 4.4.5 Community Grants Panel Meeting Minutes - Round 4 - 3 May 2023 Item 1.5 Burdekin Netball Association Inc. as she is a Life Member of the Burdekin Netball Association who have applied for funding through the Community Grants Program.

Councillor Perry assumed the chair.

Resolution

Moved Councillor Detenon, seconded Councillor Furnell that the recommendation for Grants Application Minutes - Round 4 - 3 May 2023 Item 1.5 Burdekin Netball Association Inc. be adopted.

CARRIED

9.35am Councillor McLaughlin re-entered the meeting and resumed the chair.

9.36am Councillor Boccalte left the meeting as she had a Declarable Conflict of Interest in item 4.4.5 Community Grants Panel Meeting Minutes - Round 4 - 3 May 2023 Item 1.7 Burdekin Artisan Community Association as she has received gifts and donations from Burdekin Artisan Community Association Inc. totalling \$1460.00.

Resolution

Moved Councillor Detenon, seconded Councillor Perry that the recommendation for Grants Application Minutes - Round 4 - 3 May 2023 Item 1.7 Burdekin Artisan Community Association be adopted.

CARRIED

9.37am - Councillor Musumeci and Councillor Boccalatte re-entered the meeting.

9.37am - Mr. Blackwell and Mrs. Quagliata left the meeting.

5. EXECUTIVE

5.1. CEO

5.2. ECONOMIC DEVELOPMENT

6. CORPORATE AND COMMUNITY SERVICES

6.1. CLIENT SERVICES

6.1.1. Bullying, Anti-Discrimination and Sexual Harassment Policy

Executive Summary

A full review of the Bullying, Anti-Discrimination and Sexual Harassment Policy has been undertaken by Peak Services Pty Ltd and the Senior Leadership Group. This policy has had minor changes to align better with legislation and provide a clearer understanding of the terminology used in the policy.

Recommendation

That the Bullying, Anti-Discrimination and Sexual Harassment Policy be received and adopted by Council.

Resolution

Moved Councillor Musumeci, seconded Councillor Furnell that the recommendation be adopted.

CARRIED

9.39am - Mrs. Devescovi left the meeting.

6.2. COMMUNITY DEVELOPMENT

6.3. FINANCIAL AND ADMINISTRATIVE SERVICES

6.3.1. Request for Write off of Water Consumption Charges - Parkside Development Pty Ltd

Executive Summary

In a letter dated 1 February 2023, Parkside Development Pty Ltd advised they would be withholding payment for water consumption charges shown on 2022/2023 Water Consumption Rate Notice associated to the property that contains Council's Sewerage Pump Station No. 24 located at 21 Gainsborough Drive, Ayr.

The Water Consumption relates to use of pump well sprays in the Sewerage Pump Station by Council Officers.

Councillors have been provided with a detailed briefing on the circumstances that attributed to the water consumption charges.

Recommendation

That Council write off water consumption charges totaling \$10,208.00 as charged on the 2022/2023 Water Consumption Rate Notice for the property located at 521 Gainsborough Drive, Ayr.

Resolution

Moved Councillor Perry, seconded Councillor Furnell that the recommendation be adopted noting the amendment to the address of the property being corrected to "21 Gainsborough Drive, Ayr" replacing "521 Gainsborough Drive, Ayr".

CARRIED

9.42am - Mrs. Galletta entered the meeting.

6.3.2. Six Monthly Rating

Executive Summary

During 2023/24 budget deliberations Council has been considering the benefits of changing the rate levy period to six-monthly as it is considered this may be beneficial for ratepayers who would receive two (2) smaller rate notices rather than one (1) annual notice.

It is necessary for this decision to be made in sufficient time to enable changes to be made to Council's property and rating system.

Recommendation

That six-monthly rating be implemented for the 2024/25 financial year.

Resolution

Moved Councillor Perry, seconded Councillor Musumeci that the recommendation be adopted.

CARRIED

9.46am - Mr. Pearce entered the meeting.

6.3.3. Monthly Financial Report - April 2023

Recommendation

That the Monthly Financial Report for Period Ending 30 April 2023 be received.

Resolution

Moved Councillor Musumeci, seconded Councillor Furnell that the recommendation be adopted.

CARRIED

10.00am - Mrs. Olsen left the meeting.

7.3.1. Development Application Material Change of Use for Service Station and Shop at 119-121 Edwards Street, Ayr (Lot 21 on A2652)

Executive Summary

Council is in receipt of a development application lodged by Bower Group on behalf of applicant, Property Projects Australia, for a Material Change of Use for a Service Station and Shop on Retail and Commercial zoned land, described as Lot 21 on A2652 and located at 119-121 Edwards Street, Ayr.

The proposed development will involve the construction of a new service station on the subject site, comprising vehicle refuelling facilities, convenience store, food and drink services and on-site car parking.

A Service Station use is an impact assessable development in the Retail and Commercial Zone. Public Notification was undertaken, with two (2) properly made submissions received.

The application also triggered referral to the North Queensland State Assessment and Referral Agency (NQSARA) as the premises adjoins a state-controlled road (Edwards Street/Bruce Highway).

As the development application is impact assessable, Officers have assessed it on its own merits and against the relevant assessment benchmarks of the Planning Scheme and all other relevant legislation. Notwithstanding any conflicts identified, have determined that any approval can generally comply through the use of reasonable and relevant development conditions.

Recommendation

That Council approve the proposed Material Change of Use for a Service Station and Shop on land described as Lot 21 on A2652 and located at 119-121 Edwards Street, Ayr, subject to reasonable and relevant conditions, as detailed below:

Condition	Reason	Timing
1 General and Administration <u>Compliance with Conditions</u> 1.1 The Applicant (and any contractor, agent, <u>employee</u> or invitee of the applicant) is responsible for carrying out the approved development and ensuring compliance with this development approval, the conditions of the approval and the relevant requirements in accordance with: 1.1.1 The specifications, facts and circumstances as set out in the application submitted to Council, including recommendations and findings confirmed within the relevant technical reports. 1.1.2 The development must comply in full <u>with</u> all conditions of this approval, and is to be designed, constructed and maintained in accordance with relevant Planning Scheme requirements, Council policies, guidelines and standards (except as otherwise specified by any condition) to Council's satisfaction, and best practice engineering. 1.2 Where a discrepancy or conflict exists between the written condition(s) of the approval and the approved plans, the requirements of the written condition(s) of the development approval will prevail. 1.3 Where these conditions refer to 'Council' in relation to requiring Council to approve or be satisfied, the role of the Council may be fulfilled in whole or in part by an officer acting under appropriate delegation. <u>Works – Applicant's Responsibility/Expense</u> 1.4 The cost of all works associated with the development and construction of the development including services, facilities and/or public utility alterations required are met by the applicant, at no cost to the Council. 1.5 The applicant must repair any damage to existing infrastructure (<u>e.g.</u> kerb and channel, footpath or roadway) that may occur during any works undertaken as part of the development. Any damage that is deemed to create a hazard to the community must be repaired immediately. <u>Infrastructure Conditions</u> 1.6 All development conditions contained in this development approval relating to infrastructure under Chapter 4 of the <i>Planning Act 2016 (the Act)</i> , should be read as being non-trunk infrastructure conditioned under section 145 of the Act, unless otherwise stated.		At all times.

Condition	Reason	Timing
2 Approved Plans and Documents <u>Approved Plans & Documents</u> 2.1 The proposed development and use of the site must be completed, comply <u>with</u> and maintained generally in accordance with drawings/documents identified in the table below, except as otherwise specified and/or amended by any condition of this approval. 2.2 The development must generally accord with the position and at the levels identified on the approved plans or as stipulated by a condition of this approval, noting that all boundary setback measurements are taken from the real property boundary and not from such things as road bitumen or fence lines. 2.3 One full set of the most up to date approved plans must be held on site and available for inspection for the duration of the construction phase.	The approved development must be completed and maintained generally in accordance with the approved drawings and documents.	At all times.

Approved Plans

Drawing/Plan Title	Number/Issue	Date
Cover Page	22053 DA00 Revision A	28 November 2022
Existing/Demo Plan	22053 DA01 Revision B	2 March 2023
Proposed Site Plan	22053 DA02 Revision E	22 March 2023
Proposed Floor Plan	22053 DA03 Revision A	28 November 2022
Building Elevation – Sheet 1	22053 DA04 Revision B	2 March 2023
Building Elevation – Sheet 2	22053 DA05 Revision B	2 March 2023
Building Perspective	22053 DA06 Revision B	2 March 2023

Associated Reports

Condition	Reason	Timing
Development Application prepared by Property Projects Australia, 24 January 2023 and Further Information, 9 March 2023 and 18 April 2023.		
Landscape Concept Plan prepared by AGLA, 8 March 2023		
Traffic Assessment prepared by TTM Consulting, 6 December 2022 and Further Information, 3 March 2023		
Engineering Services report prepared by Tonkin, 13 December 2022 and Amended Report dated 7 March 2023		
Noise Impact Assessment prepared by MWA Environmental, 16 December 2022		
2.4 Where there is any conflict between the conditions of this approval and the details shown on the approved plans and documents, the conditions of approval must prevail.		
3 Outstanding charges All rates and charges (including infrastructure charges), in arrears in respect of the land, subject of the application, are paid in full prior to the commencement of the proposed use.		
4 Operation of the Use/Limitations of the Approval 4.1 This approval is limited to the 'Service Station' and 'Shop' uses as defined by Schedule 1, Division 2 – Defined Uses and Use Classes of <i>Burdekin Shire IPA Planning Scheme</i> . 4.2 <u>Specifically</u> the approved use is to remain in accordance with the scale and intensity provided in the development application and as set out on the approved proposal plans listed in the table forming part of Condition 2. 4.3 No other operations and/or activities are allowed other than that approved by this permit. 4.4 The Council and its officers make no representations and provide no warranties as to the accuracy of the information contained in the	The development must comply with all planning scheme requirements and definitions as approved, and as conditioned by this development permit.	At all times.
Condition	Reason	Timing
development application including its supporting material provided to it by the Applicant. 4.5 The Council and its officers rely upon the applicant concerning the accuracy and completeness of the application and its supporting material and accepts the development application and supporting material as constituting a representation by the applicant as to its accuracy and completeness.		
5 Lighting 5.1 No illuminated lighting and/or signage is permitted on the canopy of the car fuel forecourt where it faces the southwestern boundary that adjoins Lot 15 on SP123435 which contains the existing highset dwelling. 5.2 Lighting along, all internal access driveways and parking areas, is to be directed downwards <u>so as to</u> minimise any adverse effects of glare or direct light nuisance on all surrounding allotments, including allotments within, but must achieve a minimum level of illumination consistent with the safety of pedestrians and vehicles. 5.3 The developer/operator must engage a suitably qualified consultant to undertake an assessment addressing light emanating from the site for this use in accordance with the levels stated in Australian Standard 4282 – 2019 Control of the Obtrusive Effects of Outdoor Lighting. 5.4 All illuminated signage must be turned off when the facility is closed. Note: <i>Australian Standard 4282</i> to be checked at time of condition to ensure it is current, in terms of year of revision.	To ensure that the use does not cause a light nuisance to nearby sensitive receptors, and to ensure that a nuisance is not caused to the use from other nearby light sources in accordance with the <i>Environmental Protection Act 1994</i> .	Prior to commencement of the use and to be maintained for the life of the development.
6 Hours of Operation Unless otherwise agreed in writing by council, the activities associated with the use must only be conducted at the following times:	To ensure the development does not have a detrimental impact on the	At all times following the commencement of the use.

Condition	Reason	Timing
<ul style="list-style-type: none"> Service Station: 5am – 10pm every day. Deliveries (both Service Station and Shop supplies): 6am - 6pm every day. Refuse Collection: 7am - 6pm, Weekdays only 	amenity of the surrounding land in accordance with relevant code/s and policy direction.	
<p>7 Environmental Health</p> <p>7.1 Vapour recovery</p> <p>Stage 1 and 2 of the Vapour Recovery Systems (VR1) must be installed for all tanks used for the storage of flammable and/or combustible liquids on the site to return displaced vapour to the delivery vehicle during filling of the underground petroleum storage system. The Vapour Recovery System must be designed and installed in compliance with AS4897-2008. The design, installation and operation of underground petroleum storage systems and the following:</p> <ul style="list-style-type: none"> a) mixing of product must be prevented in pipework common to more than one <u>tank</u> b) (spring-loaded vapour return adaptor, which closes when the hose is disconnected, must be installed in the top of the riser. c) the vapour recovery point must be located within 2 metres of the respective fill point. <p>Certification must be submitted to Council from a suitably qualified person which certifies that the design, <u>installation</u> and operation of Vapour Recovery Systems is in accordance with this condition of approval.</p> <p>7.2 Underground petroleum storage system</p> <p>(a) The design, installation and operation of the site and associated underground petroleum product storage system must be in accordance with the following:</p>	<p>To ensure legislative compliance with Environmental Protection Act and relevant subordinate regulations and policies.</p>	<p>Technical details are to be submitted to Council as part of an application for Operational Work and maintained for the life of the development.</p> <p>Prior to commencement of use and then to be maintained.</p>
Condition	Reason	Timing
<ul style="list-style-type: none"> i. AS4897-2008 The design, <u>installation</u> and operation of underground petroleum storage systems, for an Equipment Level 1 Underground Petroleum Storage System. ii. AS1940-2004 The storage and handling of flammable and combustible liquids for an Underground Petroleum Storage System. <p>Certification must be submitted to Council from a suitably qualified person which certifies that the design, <u>installation</u> and operation of the site is in accordance with this condition of approval.</p> <p>(b) All inlets to bulk fuel storage tanks must be located to ensure that fuel delivery trucks can stand wholly within the site while discharging fuel.</p> <p>(c) The underground petroleum storage system must include an approved leak detection system that:</p> <ul style="list-style-type: none"> i. can detect a leak from any portion of the underground storage system. ii. uses equipment that has been installed, <u>calibrated</u> and commissioned in accordance with the manufacturer's instructions. iii. <u>is capable of detecting</u> a leak at a rate of 0.76L per hour or more with at least 95% accuracy and a probability of false detection of 0.05 or less (United States Environmental Protection Agency (USEPA)) iv. has been certified by an independent third party, consistent with the current USEPA protocols and system of verification (USEPA 1990, 40 CFR Part 280, Subpart D). v. Adequate procedures and measures (including an inventory control system) must be in place to monitor the storage volumes within chemical tanks to prevent overflow and to detect leaks and for the inspection and maintenance of environmental control measures, for 		

Condition	Reason	? Tell me more
<p>example, bunding, wastewater containment devices, interceptors and acoustic enclosures.</p> <p>7.3 Fuel dispensing area</p> <ul style="list-style-type: none"> a) All ground surfaces within the Fuel Dispensing Area (FDA) are to be constructed of impermeable materials free of gaps and/or cracks. Suitable materials include waterproofed, reinforced concrete or an approved equivalent. b) Fuel dispensing areas must be designed so that no vehicle may be refuelled outside the demarcated areas. c) A containment/interceptor device (with a minimum capacity 9,000 litres) and/or treatment system to remove hydrocarbon must be installed to capture runoff from the covered forecourt areas around all fuel dispensing pumps. d) The tanker vehicle refuelling area must be designed so that any spillage from the tanker will drain to a containment /interceptor device (with a minimum capacity 9,000 litres). e) Wastewater must be removed off site by a suitably qualified person under the Environmental Protection Act 1994 or discharged in accordance with Council's Waste Policy and the Environmental Protection (Water) Policy 2009. f) The stormwater drainage and treatment system must include a manual redirection and shut-off valve located prior to the stormwater discharge points. In the event of a major spillage or emergency event where fire water is used, the waste liquid must be directed back to the minimum 9,000 Litre containment/interceptor device, for collection and later disposal. 		

Condition	Reason	Timing
<ul style="list-style-type: none"> g) All fuel dispensing areas (FDA) must be covered. A demarcation line is to be line marked on the drip line of the canopies. h) Operational plan should specify the size and certification for the efficiency of the collection system for preventing overflow. i) Submit to Council, certification by a suitably qualified person that the system has been installed in accordance with Development Approval conditions. j) All bunding must be constructed of materials which are impervious to the materials stored. The net capacity of the bunded compound shall be no less than the capacity of the largest tank or package plus 25% of the storage capacity up to 10,000L together with 10% of the storage capacity above 10,000L. <p>7.4 Contaminants/Hazardous chemicals</p> <ul style="list-style-type: none"> a) All chemicals and/or environmentally hazardous liquids must be contained within a covered, bunded storage area that has a volume of at least that of the largest container in the bund plus twenty-five per cent (25%) of the total storage capacity. b) An incidents register must be kept at the premises and it must record <ul style="list-style-type: none"> a) any incidents including but not limited to: <ul style="list-style-type: none"> any fire at the premises; and b) any release of contaminants not in accordance with the development approval conditions. c) An appropriate spill kit must be kept on-site for neutralising or decontaminating spills. The spill kit must be clearly identifiable, maintained regularly and stored in a central location that is easily accessible to employees. Staff must be adequately trained in the use of these materials. The spill kit may consist of: 		

Condition	Reason	Timing
<ul style="list-style-type: none"> i. a bin with a tight-fitting lid, partially filled with non-combustible absorbent material such as vermiculite; ii. a broom, shovel, face shield, iii. chemically-resistant boots and gloves; iv. and waste bags and ties. <p>d) Any spillage of environmentally hazardous liquids or other materials must be cleaned up as quickly as practicable. Any spillage of waste and/or contaminants must not be hosed or swept to any stormwater drainage system, roadside gutter or waters.</p> <p>e) Contaminants or contaminated water must not be directly or indirectly released to surface water or groundwater at or outside the site except for:</p> <ul style="list-style-type: none"> i. uncontaminated overland stormwater flow, or ii. uncontaminated stormwater to the stormwater system. <p>f) Fuels, oils, chemicals and similar materials must be stored in banded and covered areas or otherwise stored in a manner whereby any spillage is not subject to stormwater or stormwater runoff.</p> <p>g) Forecourts, carparking areas and driveways must not be hosed or washed to allow the release of contaminants to stormwater or into roadside gutters.</p> <p>h) Any interceptor tank installed for the purpose of collecting wastewater must be maintained to ensure that there is no possibility of overflow or spillage into stormwater.</p> <p>i) Rainfall and stormwater runoff which may contact wastes or contaminants on the site must not be released to any stormwater drain, roadside gutter or waters.</p>		

Condition	Reason	Timing
<p>8 Environmental Management</p> <p>8.1 An Environmental Management Plan prepared by a suitably authorised person is to be submitted to Council for assessment and approval, prior to the commencement of any works.</p> <p>8.2 Prior to commencement of any work on the site, the applicant must submit to Council for approval, a site-based Erosion Prevention and Sediment Control Plan for the site.</p> <p>8.3 The plan must be prepared in accordance with Best Practice Erosion & Sediment Control – November 2008 (IECA White Book).</p> <p>8.4 The strategy of the plan must be implemented and maintained for the duration of the operational and building works, and until exposed soil areas are permanently stabilised (e.g. turfed, concreted).</p> <p>8.5 Discharges of water pollutants, wastewater or stormwater from the site must not cause measurable levels of water pollutants in the receiving waters to fall outside the acceptable ranges specified in the 'Australian Water Quality Guidelines for Fresh and Marine Waters', ANZECC 2000.</p> <p>8.6 No visible emissions of dust must occur beyond the boundaries of the site during earthworks and construction activities on the site. If, at any time during the earthworks and construction activities the dust emissions exceed the levels specified above, all dust generating activities must cease until the corrective actions have been implemented to reduce dust emissions to acceptable levels or wind conditions are such that acceptable levels are achieved.</p> <p>8.7 Where potential or actual environmental harm may be caused by the approved development, Council may at any time direct the Applicant, or persons acting on behalf of the Applicant, to:</p>	<p>To manage and to minimise the risk of causing environmental harm and to ensure adequate control measures are in place.</p>	<ul style="list-style-type: none"> i. Technical details are to be submitted to Council as part of an application for Operational Work. ii. Works to be completed prior to the commencement of the use. iii. To be maintained for the life of the development.

Condition	Reason	Timing
<ul style="list-style-type: none"> cease an activity. implement appropriate impact control measures. modify work plans or methods. 		
9 Site Management 9.1 Provide a Site Based Management Plan that addresses/details at a minimum for all works occurring pre, during and post construction works; on-going site activities; cessation of use, as follows: <u>Pre and during construction and on-going site activities:</u> <ul style="list-style-type: none"> Site establishment activities and works on site proposed. Access arrangements. On site movement and activities including parking. All infrastructure and servicing existing on site and all existing public utilities, <u>services</u> and Council assets. Material storage on site. Stockpiling of materials on site. Emergency response procedures for fuel spills. Storage of hazardous materials. Waste management. 9.2 Provide a professionally prepared erosion and sediment control plan for the proposed earthworks that includes stormwater management and sediment controls during and post construction, for <u>approval by</u> Council and installed and maintained to the satisfaction of Council.	i. To manage and to minimise disruption to the local Community and users of the site and construction workers while works are occurring and for the life of the development and at the cessation of the use. ii. <u>To</u> ensure that receiving waters during construction of the development are managed from the effects of increased sediment run-off in accordance with relevant code/s and policy direction.	i. Technical details are to be submitted to Council as part of an application for Operational Work ii. At all times during the construction phase. iii. Maintained for the life of the development.
10 Noise Management - Acoustic Control Measures The developer must implement all the proposed mitigation measures of the Noise Impact Assessment prepared by MWA Environmental dated 16	To ensure that the use does not cause a noise nuisance to nearby sensitive receptors, and to ensure	i. Technical details are to be submitted to Council as part of an application for Operational Work.

Condition	Reason	Timing
December 2022, including (but not limited to) the following mitigation measures: a) Any external mechanical plant associated with the proposed development can be selected, located and/or acoustically treated to comply with the relevant continuous noise criteria. Any air compressor(s) should be located within an appropriately designed enclosure to minimise noise emissions. b) A <u>2.2 metre high</u> acoustic barrier along the southern part of the western site boundary (height specified above the level of the adjacent carpark/driveway). c) A <u>5.5 metre high</u> acoustic barrier along the southern site boundary (height specified above the level of the adjacent carpark/driveway). d) Bulk refuelling tanker deliveries are limited to between 7am and 7pm. B - Double vehicles (26.0m) are not permitted to carry out bulk refuelling tanker deliveries at any time.	that a nuisance is not caused to the use from other nearby noise sources in accordance with the <i>Environmental Protection Act 1994</i> Section 440.	ii. Works to be completed prior to the commencement of the use. iii. To be maintained during the operation and life of the development.
11 Acoustic Control Measures – Post Construction Certification 11.1 The developer must submit to council a post construction certification, one month following commencement of use, demonstrating that the recommendations of the Noise Impact Assessment prepared by WMA Environmental outlined in Condition 10 of this approval, have been achieved. 11.2 Certification must be provided by a suitably qualified acoustic consultant. 11.3 Should the Post Construction Certification demonstrate that the development is not operating in accordance with the conditions, Council may commence enforcement action, until such time as compliance is demonstrated.	To ensure that acoustic quality objectives of the <i>Environmental Protection (Noise) Policy</i> and the recommendations of the Noise Impact Assessment prepared by MWA Environmental dated 16 December 2022, have been effectively implemented/installed.	Technical details are to be submitted to council within one (1) month from the commencement of the use.

Condition	Reason	Timing
12 Noise Management - General 12.1 The proposed activity must be conducted in a manner that applies such reasonable and practicable means to avoid, minimise or manage the emission or likelihood of emission of noise that constitutes an intrusive or noise nuisance. 12.2 In the event of a complaint being received by Council in relation to noise associated with the use that is considered reasonable, the emission of noise from the development must not result in levels greater than 5dB <u>Leq</u> above background noise at the sensitive receptor from 6am to 10pm and 3Db above background level from 10pm to 6am. 12.3 If required, the developer/operator must engage a suitably qualified acoustic consultant to undertake an assessment addressing noise emanating from the site for this use in accordance with the provisions of the <i>Environmental Protection Act 1994</i> , <i>Environmental Protection (Noise) Policy 2019</i> , <i>Environmental Protection Regulation 2019</i> and Australian Standard AS 1055 Acoustics to the satisfaction of the Burdekin Shire Council. 12.4 The assessment must be accompanied by a report, inclusive of supporting calculations and site investigations and provide a recommended method and location of noise attenuation measures. The developer/operator must provide a copy of the report to Council and undertake any works (if required from the report) within 3 months at no cost to Council.	To ensure the use does not cause a noise nuisance to nearby sensitive receptors, and to ensure that a nuisance is not caused to the use from other nearby noise sources in accordance with the <i>Environmental Protection Act 1994</i> .	At all times during operation, for the life of the development.
13 Air No release of contaminants, including but not limited to dust, fumes, odour or aerosols are to cause or be likely to cause an environmental nuisance beyond the boundaries of the premises to which this development permit relates.	To ensure use does not cause environmental nuisance to nearby sensitive receptors, and to ensure that a nuisance is not caused to the use from other nearby light sources in accordance with the <i>Environmental Protection Act 1994</i> .	At all times during operation, for the life of the development.
14 Odour Management 14.1 Implement odour control measures during the operation and life of the development to prevent an environmental nuisance from affecting nearby sensitive receptors. 14.2 In the event of a complaint being received by Council in relation to odour associated with the use that is considered reasonable, the developer/ operator must engage a suitably qualified consultant to undertake an assessment addressing odour emanating from the site for this use in accordance with the provisions of the <i>Environmental Protection Act 1994</i> . 14.3 The assessment must be accompanied by a report, inclusive of supporting calculations and site investigations and provide a recommended method and location of odour attenuation measures. The developer/operator must provide a copy of the report to Council and undertake any works (if required from the report) within 3 months at no cost to Council.	To ensure that the use does not cause an odour nuisance to nearby sensitive receptors, in accordance with the <i>Environmental Protection Act 1994</i> .	During the operation and life of the development.
15 Refuse Facilities and Waste Management		

Condition	Reason	Timing
<p>15.1 Refuse collection arrangements must be provided by the developer to the satisfaction of Council. In particular:</p> <p>a) The approved waste storage area is to be of sufficient size to house all garbage bins including recycling bins.</p> <p>b) Storage area is suitably paved, with a hose cock fitted <u>in close proximity</u> to the enclosure and drain to sewer via a legal sewer connection, provided.</p> <p>c) All waste generated <u>as a result of</u> the construction of the development is to be effectively controlled and contained entirely within the boundaries of the site prior to disposal.</p> <p>15.2 All waste is to be disposed of in accordance with the <i>Environmental Protection Regulation 2019</i> and Council's waste management policy.</p> <p>15.3 Waste and recycling services must be provided in accordance with Council's Waste Management Policy.</p> <p>15.4 Wastewater and solid waste shall not be released to <u>stormwater</u>, groundwater, waterbodies or onto the ground.</p> <p>15.5 Wastewater from the Oil Water Solid Separator must be disposed of into the on-site treatment and disposal system.</p> <p>15.6 Regulated waste and any other waste must not be released to the environment, stored, <u>transferred</u> or disposed of in such a manner that it will or may cause environmental harm or nuisance. This includes any waste being burnt or incinerated at the premises.</p> <p>15.7 All traceable regulated waste must be removed from the premises by a licensed regulated waste transporter.</p> <p>15.8 Where regulated waste is removed from the premises, records must be maintained for a period of five (5) years, and include the following:</p>	<p>To ensure the premises is appropriately serviced and to protect matters of public health and amenity in accordance with relevant code/s and policy direction.</p>	<p>i. Technical details are to be submitted to Council as part of an application for Operational Work.</p> <p>ii. Works to be completed prior to the commencement of the use.</p> <p>iii. To be maintained during the operation and life of the development.</p>
Condition	Reason	Timing
<p>a) the date, quantity and type of waste <u>removed</u>;</p> <p>b) a copy of any licensed waste transport vehicle <u>dockets</u>;</p> <p>c) the name of the licensed regulated waste removalist and/or disposal operator; and</p> <p>d) the intended treatment and/or disposal destination of the waste.</p> <p>These records must be available for inspection by Council when requested.</p>		
<p>16 Acid Sulfate Soils Management</p> <p>Should the soil and groundwater investigations reveal the presence of acid <u>sulfate</u> soils or potential acid <u>sulfate</u> soils, an Acid <u>Sulfate</u> Soils Management Plan must be prepared and submitted to Council for approval.</p>	<p>To ensure potential adverse impacts on the natural and built environment including infrastructure and human health <u>as a result of</u> acid <u>sulfate</u> soils are avoided in accordance with relevant legislation, code/s and policy direction.</p>	<p>If required, technical details are to be submitted to council as part of an application for Operational Work.</p>
<p>17 Car Parking, Access, Roadworks and Traffic</p> <p>17.1 Parking layouts must be generally in accordance with the provisions contained in the supporting material included in the plans submitted with the application.</p> <p>17.2 All On-site parking must be designed in accordance with Australian Standard AS2890.1 (Off-street Parking) and certified by an RPEQ.</p> <p>17.3 All car parking facilities must be always maintained to a safe operating standard thereafter.</p> <p>17.4 All vehicles must enter and exit the site in a forward direction.</p> <p>17.5 There must be appropriate signage and pavement marking to delineate the direction of traffic entering and exiting the site. All pavement marking must be in accordance with the MUTCD and to the satisfaction of the Council.</p>	<p>To ensure development is appropriately serviced by parking and access facilities in accordance with relevant code/s and policy direction.</p>	<p>i. Technical details are to be submitted to Council as part of an application for Operational Work.</p> <p>ii. Works to be completed prior to the commencement of the use.</p> <p>iii. To be maintained during the operation and life of the development.</p>

Condition	Reason	Timing
<p>17.6 Accesses to the premises, car parking and manoeuvring areas must be constructed in an all-weather, suitably sealed, low glare paving (bitumen, asphalt, concrete) to the satisfaction of the Chief Executive Officer.</p> <p>17.7 Any damage which is caused to Council's infrastructure as a result of the proposed development must be repaired immediately.</p>		
<p>18 Sewerage Supply</p> <p>18.1 The development must be connected to Council's sewerage network.</p> <p>18.2 Submit for the approval of development assessment engineering drawings for sewer infrastructure, certified by a Registered Professional Engineer Queensland (RPEQ) and in accordance with Council's requirements and all other relevant standards and policies.</p> <p>18.3 Design, construct and maintain all sewerage works in accordance with the approved drawings, documents, relevant Council policies, guidelines and standards and the provisions of a development permit for Operational Works for Engineering Work – Sewerage Works.</p> <p>18.4 Sewer manhole must be raised or otherwise constructed to avoid infiltration by stormwater.</p> <p>18.5 Sewer manhole to be of correct classification for design traffic loads.</p> <p>18.6 Inspection openings on sewer connection points must be raised to surface and trafficable.</p> <p>18.7 The development is to be serviced by a single sewer connection point, with the remaining connection point to be removed and manhole re-benched.</p>	To ensure that the development is appropriately serviced by reticulated sewer infrastructure in accordance with relevant code/s and policy direction.	<p>i. Technical details are to be submitted to Council as part of an application for Operational Work.</p> <p>ii. Works to be completed prior to the commencement of the use.</p> <p>iii. To be maintained during the operation and life of the development.</p>
<p>19 Build over sewer/Adjacent to Services</p> <p>All structures are to be built in accordance with Council's "Erection of Structures Over or Adjacent to Sewers or Water Mains Policy".</p>	To ensure development is appropriately constructed in	

Condition	Reason	Timing
	accordance with relevant code/s and policy direction.	<p>i. Technical details are to be submitted to Council as part of an application for Operational Work.</p> <p>ii. Works to be completed prior to the commencement of the use.</p> <p>iii. To be maintained during the operation and life of the development.</p>
<p>20 Water Supply</p> <p>20.1 The development must connect to council's reticulated water system.</p> <p>20.2 Submit for the approval of development assessment engineering drawings for water infrastructure, certified by a RPEQ and in accordance with Council's requirements and all other relevant standards and policies.</p> <p>20.3 Design, construct and maintain all water works in accordance with the approved drawings, documents, relevant Council policies, guidelines and standards and the provisions of a development permit for Operational Works for Engineering Work – Water.</p> <p>20.4 The development must be serviced by the existing water service and meter located in Edwards Street.</p> <p>20.5 The existing service and water meter located in Munro Street must be disconnected and returned to Council.</p> <p>20.6 Provide sufficient on-site storage for firefighting purposes adequate to service the needs of the ultimate development.</p>	To ensure that the development is appropriately serviced by reticulated water infrastructure in accordance with relevant code/s and policy direction.	<p>i. Technical details are to be submitted to Council as part of an application for Operational Work.</p> <p>ii. Works to be completed prior to the commencement of the use.</p> <p>iii. To be maintained during the operation and life of the development.</p>

Condition	Reason	Timing
21 Stormwater and Flooding 21.1 All site works must be undertaken to ensure that there is no increase in flood levels and/or flood frequency at any locations where existing landowners and/or users are adversely affected by waterway flooding for all events up to and including Q100. 21.2 Submit for approval, development assessment engineering drawings for stormwater drainage infrastructure, certified by a Registered Professional Engineer Queensland (RPEQ) and in accordance with Council's requirements and all other relevant standards and policies. 21.3 The approved development and use(s) must not interfere with the natural flow of stormwater in the locality in such a manner as to cause ponding or concentration of stormwater on adjoining land or roads. 21.4 Any external catchments discharging to the premises must be accepted and accommodated within the development's stormwater drainage system. 21.5 Stormwater drainage from paved/sealed and roofed areas must be discharged under the footpath to kerb and channelling within the adjoining road reserves in accordance with AS3500.2.2003 or as otherwise required or agreed to in writing by the Chief Executive Officer. 21.6 The approved development must achieve the applicable stormwater management design objectives listed in Part G, Appendix 2 of the <i>State Planning Policy, July 2017</i> .	i. To ensure the premises appropriately manages and conveys stormwater legally and in an environmentally responsible manner in accordance with relevant standards, code/s and policy direction. ii. To ensure the development is appropriately immune from flood water and that existing landowners and/or users are not adversely affected by waterway flooding for all events up to and including Q100, in accordance with relevant code/s and policy direction.	i. Technical details are to be submitted to Council as part of an application for Operational Work ii. Works to be completed and documentation signed by a RPEQ including certification that the development will not cause adverse effects to adjoining or downstream properties or infrastructure <u>as a result of</u> flooding impacts must be submitted before the commencement of the use. iii. To be maintained for the life of the development.
22 Engineers Certification Form 12 required to be submitted and certified by an RPEQ stating all the civil works have been constructed in accordance with the supplied drawings and WSAA standards.		i. Civil works to be completed and documentation signed by a RPEQ

Condition	Reason	Timing
		must be submitted before the commencement of the use. ii. To be maintained for the life of the development
23 Landscaping and Fencing provisions 23.1 Provide along all street/road frontages, excepting pedestrian and vehicle access points and sight splay areas nominated in the Referral Agency Response: a) a minimum 2.0m wide landscaping strip planted with suitable plant species in accordance with Council's Policy. 23.2 Provide along all property boundaries adjoining residential and/or other uses: a) a minimum 2.0m wide landscaping strip planted with suitable <u>plant species</u> in accordance with Council's Policy for the entire length of these boundaries, located internally adjacent to the boundary fencing. 23.3 The applicant shall submit, with the Operational Works application, a Landscaping Plan for the site. To guide species selection, the landscaping plan shall be in accordance with Council's Plant and Trees list. Plant species list and must avoid any weeds species. 23.4 Before the use starts or by such later date as is approved by council, the landscaping works shown on the endorsed plans must be carried out and completed. The landscaping shown on the endorsed plans must be maintained to including that any dead, diseased or damaged plants are to be replaced.	To ensure the development: (i) addresses privacy requirements for <u>users</u> ; (ii) softens the visual impact of the <u>development</u> ; (iii) complements or enhances the existing <u>streetscape</u> ; (iv) does not have a detrimental effect on the amenity of the surrounding land; and (v) addresses Crime Prevention through Environmental Design principles in accordance with the relevant code/s and policy direction of Council.	i. Technical details are to be submitted to Council as part of an application for Operational Work ii. Works to be completed before the commencement of the use. iii. To be maintained for the life of the development.

Condition	Reason	Timing
<p>23.5 Acoustic fencing is to be designed, located and constructed strictly in accordance with the requirements of the Noise Impact Assessment prepared by MWA.</p> <p>23.6 The type and design of all other fencing proposed on site must be submitted and approved by the Chief Executive Officer as part of the Landscaping Plan.</p> <p>23.7 Landscaping and irrigation and/or screen fencing must be constructed in accordance with the approved landscaping plan(s) and constructed to the relevant standards in accordance with council's specification.</p>		
<p>24 Building</p> <p>Building and landscaping materials are not to be highly reflective, or likely to create glare, or slippery or otherwise hazardous conditions.</p>	To ensure protection of matters of public safety and amenity in accordance with relevant code/s and policy direction.	Prior to the commencement of the use and maintained for the life of the development.
<p>25 Screening of Plant and Utilities</p> <p>All plant and utilities must be screened or located so as not to be visible from the street.</p>	To ensure the development does not have a detrimental effect on the amenity of the surrounding area in accordance with relevant code/s and policy direction.	Prior to the commencement of the use and maintained for the life of the development.
<p>26 Signage</p> <p>26.1 Any signage to be associated with the use must be designed to the satisfaction of Council.</p> <p>26.2 To maintain amenity for the adjoining properties, no illumination of the signage is to occur unless otherwise approved by Council.</p>	To maintain amenity for the adjoining properties.	Prior to the commencement of the use.
27 Electricity and Communications		

Condition	Reason	Timing
Provide electricity and telecommunications connection to the proposed development to the requirements of the relevant authority.		
<p>28 Property Numbering</p> <p>28.1 Legible property numbers must be erected at the premises and must be maintained.</p> <p>28.2 The site identification numbers should be of reflective material, maintained free from foliage and other obstructions, and be large enough to be read from the street.</p>	To allow the general public, service and emergency service providers to effectively identify the property.	Prior to the commencement of the use and maintained for the life of the development.
<p>29 Storage</p> <p>29.1 Goods, equipment, packaging material or machinery must not be stored or left exposed outside the building so as to be visible from any public road or thoroughfare.</p> <p>29.2 Where storage of chemicals is required, a bunded area with a non-porous base is to be provided.</p> <p>29.3 Any storage on site is required to be screened from view from all roads and adjacent properties.</p>	To ensure the development does not have a detrimental effect on the visual amenity of the surrounding area in accordance with relevant code/s and policy direction.	At all times following the commencement of the use.
<p>30 Commencement of Construction Works</p> <p>Council must be notified in writing of the proposed construction commencement date via Planning@burdekin.qld.gov.au</p>	To ensure Council is appropriately informed of construction works commencing.	At least two (2) weeks prior to commencement of works.
<p>31 Notice of Intention to Commence the Use</p> <p>Prior to the commencement of the use on the land subject to the application, written notice must be given to Council that the use (development and/or works) fully complies with the decision notice issued in respect of the use.</p>	To ensure Council is appropriately informed of that the use commencing and that all conditions of the relevant development permits have been complied with.	Prior to the commencement of the use.

Advice
<p>1 Infrastructure Charges An Infrastructure Charges Notice outlining the estimated infrastructure contributions payable relevant to the Development Permit is attached for your information.</p>
<p>2 General Council will not be obligated to upgrade any roads that provide access to the development <u>as a result of</u> increased vehicles numbers accessing the site.</p>
<p>3. Further Approvals Required a) Operational Work An Operational Work application associated with the following conditions must be submitted to Council for approval prior to the commencement of construction works and/or issue of a Development Permit for Building Works, unless otherwise approved by Council: Condition 15 - Refuse Facilities and Waste Management Condition 17 – Car Parking, Access, Roadworks and Traffic Condition 18 – Sewerage Supply Condition 19 – Build over sewer/Adjacent to Services Condition 20 – Water Supply Condition 21 - Stormwater and Flooding All plans, reporting and documentation associated with these further approvals must be prepared by a suitably qualified professional. b) Plumbing and Drainage Works. A Compliance Permit to carry out plumbing and drainage works prior to the commencement of sanitary drainage works. c) Building Works A Development Permit for Building Works to carry out building works prior to works commencing on site. d) Road Works Permit A Roadworks permit for the construction of a driveway or access within the road reserve must be obtained.</p>
<p>4 Further Inspections Required Compliance with Conditions The following inspections will be required to be undertaken by Council to determine compliance with conditions that are not subject to a further approval.</p>
<p>Condition 23 – Landscaping and Fencing provisions Condition 24 - Building Materials Condition 25 - Screening of Plant and Utilities Condition 28 - Property Numbering Condition 29 - Storage</p>
<p>5 Shop Fit Out Prior to any fit out of the intended food premises, an application for food licence including details on the fit out of the premises must be submitted to council's Environmental Health Services. No fit out or construction may take place before approval is granted. A food premise is anywhere food or beverages are prepared, packed, stored, handled, serviced, <u>supplied</u> or delivered for sale.</p>
<p>6 Amenity Impacts Use of the site is to be operated in a way that protects the values of the existing environment and will not cause unacceptable impacts on surrounding areas <u>as a result of</u> dust, odour, noise or lighting, in accordance with the <i>Environmental Protection Act 1994</i></p>
<p>7 Environmental Health – Construction Phase To ensure compliance with the <i>Environmental Protection Act 1994</i>:</p> <ol style="list-style-type: none"> Do not undertake any construction work during the following hours: <ol style="list-style-type: none"> on a Sunday or public holiday, at any time; or on a Saturday or business day, before 6.30 am or after 6.30 pm. unless otherwise approved in writing by Council. Remove any spills of soil or other material from the road or gutter immediately during construction. These material spills and accumulated sediment deposits must be managed in a way that minimises environmental harm and/or damage to public and private property. Take all reasonable and practical measures to prevent pollutants from cutting, cleaning activities and waste concrete from entering gutters, drains and waterways. Confine dust and other emissions, such as fumes, sediments, light, or odour from the building work on site and take all reasonable steps to prevent a release to neighbouring properties. Contain all litter, building waste and sediments on the building site <u>by the use of</u> a skip and take any other reasonable steps during construction to prevent release to a neighbouring property or road. Carry out construction activities in accordance with the approved Construction Management Plan. Implement drainage, erosion and sediment control measures and maintain them in a proper and efficient working order to ensure dirt and sediment remains on the construction site. Stormwater must not be contaminated by erosion and sediment runoff.

h) Dispose of building construction and demolition waste only at an approved waste disposal facility.
i) Dust control measures should be implemented onsite during the construction phase to prevent an environmental nuisance from affecting the occupiers and users of nearby premises.
8 General Safety of Public During Construction a) It is the project manager's responsibility to ensure compliance with the Work Health and Safety Act 2011. It states that the project manager is obliged to ensure construction work is planned and managed in a way that prevents or minimises risks to the health and safety of members of the public at or near the workplace during construction work. b) It is the principal contractor's responsibility to ensure compliance with the Work Health and Safety Act 2011. It states that the principal contractor is obliged on a construction workplace to ensure that work activities at the workplace prevent or minimise risks to the health and safety of the public at or near the workplace during the work. c) It is the responsibility of the person in control of the workplace to ensure compliance with the Work Health and Safety Act 2011. It states that the person in control of the workplace is obliged to ensure there is appropriate, safe access to and from the workplace for persons other than the person's workers.
9 Storage of Materials and Machinery All materials and machinery to be used during the construction period are to be wholly stored on the site, unless otherwise approved by council.
10 Asbestos All asbestos removed from the site must be handled, transported and disposed of in accordance with the relevant legislation.
11 Trade Waste Approval/Agreement The developer is advised that a Trade Waste Approval/Agreement may be required under the <i>Water Supply (Safety and Reliability) Act 2008</i> .
12 Plant and Utilities Noise All refrigeration equipment, pumps, compressors, air conditioning units and mechanical ventilation systems must be located, designed and installed to not exceed a maximum noise level of: <ul style="list-style-type: none"> ▪ 5dB(A) above background level between the times of 7am to 10pm; and ▪ 3 dB(A) above background level between the times of 10pm to 7am.
13 Flammable and Combustible Liquids Flammable and combustible liquids are to be stored and handled in accordance with AS 1940 The Storage and Handling of Flammable and Combustible Liquids.
14 Chemical Storage Where chemicals are stored or handled on site, the storage and handling of chemicals must be in accordance with the relevant WHS Code of Practice.
15 Clearance to Structure (Ergon Energy) The development site may be within 5m of an overhead powerline owned by Ergon Energy. There are strict legal and safety requirements for any buildings near an overhead powerline. Please contact Ergon Energy for safety advice on 13 74 66 or search for 'safety advice' on the Ergon Energy website and make an application if structures or works are proposed or if any person, plant or equipment will come within 5m of an existing line. To avoid building delays, it is advised you contact Ergon Energy early.
16 Shadowing No building element or structure including roof top plant is to cause a shadow to be cast over any adjacent residential allotments between 9am and 3pm on the 22 June.
17 Miscellaneous <ul style="list-style-type: none"> a) If any item of cultural heritage is identified during site works, all work must cease, and the relevant State Agency must be notified. Work can resume only after State Agency clearance is obtained. The Applicant is reminded of their obligations under the Aboriginal Cultural Heritage Act, 2003 and the Torres Strait Islander Cultural Heritage Act 2003. Further information and databases are available from the Department of Aboriginal and Torres Strait Islander Partnerships at: www.datsip.qld.gov.au b) All construction materials, waste, waste skips, machinery and contractors' vehicles must be located and stored or parked within the site. No storage of materials, parking of construction machinery or contractors' vehicles will be permitted outside the site, on road reserves or adjoining land unless written permission from the owner of that land and Council is provided. c) It is the developer's responsibility for the full rectification of any damage caused to neighbouring public infrastructure (such as footpaths, driveways, fences, gardens, trees and the like) caused by contractors, including clean-up of any litter or waste that is a result of the subject development.

Resolution

Moved Councillor Musumeci, seconded Councillor Boccalatte that the recommendation be adopted noting the following corrections:

- Section 6 - Deliveries (both Service Station and Shop supplies); 6 am - 6 pm every day, **excluding bulk fuel deliveries.**
- Item 17.1 - **A minimum of sixteen (16) carparks are to be provided on site at all times.**
- Item 23.1 - **All landscaping and fencing provisions to be completed in accordance with the approved plans and documents, except where varied by the conditions of this approval.**
- Item 23.2 - Provide along all street/road frontages, excepting pedestrian and vehicle access points, sight splay areas as nominated in the Referral Agency Response **and the corner portion of the site adjacent to the Edward and Munro Streets intersection.**
- Item 23.3 - **The landscaping strip located within the corner portion of the site adjacent to the Edward and Munro Streets intersection is to be suitably planted with shrubs and groundcovers only to ensure visibility is not restricted. The planting of any trees (including small canopy or otherwise) in this location is not permitted. All plant species to be in accordance with Council's Plant and Trees list and must avoid any weeds species.**
- The applicant shall submit, with the Operational Works application, a **revised** Landscaping Plan for the site. To guide species selection, the landscaping plan shall be in accordance with Council's Plant and Trees list and must avoid any weeds species.
- Item 23.7 - Acoustic fencing is to be designed, located and constructed strictly in accordance with the requirements of the Noise Impact Assessment prepared by MWA, **except where varied by the conditions of this development approval. A minimum 2.2m high acoustic barrier is to be located along the southern part of the western site boundary.**

CARRIED

13. DELEGATION

13.1. Australian Citizenship Ceremony

Recommendation

10.23am Citizenship Ceremony - The Mayor officiated at the Citizenship ceremony and the following Citizenship Candidates were confirmed as Australian Citizens:

Mr. Jeffrey Salvacion Jugo
Mrs. Mary Ann Salvacion Jugo
Miss. Nicol Claudette Ruaya
Mrs. Elsa Baliola Starr
Mr. Scott Gardner

10.50am - Meeting adjourned for Morning Tea.

11.10am - Meeting recommenced.

6.4. GOVERNANCE

6.4.1. Adoption of Council Property and Leasing Policy

Executive Summary

Council manages the use of Council owned or controlled land or property through multiple tenure arrangements with the community. This includes lease and agreement for use arrangements for approved activities such as sporting, recreational, educational, cultural, agricultural, grazing and aerodrome hangars.

Council first adopted the Council Property and Leasing Policy in 2022 to provide a consistent approach to the establishment and ongoing management of these tenure arrangements. The policy was adopted with a 12 month review period and has been reviewed in accordance with the review schedule and is now presented to Council for re-adoption with minor amendments.

Recommendation

That Council adopts the Council Property and Leasing Policy attached to this report.

Resolution

Moved Councillor Perry, seconded Councillor Boccalatte that the recommendation be adopted.

CARRIED

6.4.2. Audit Committee Charter

Executive Summary

In accordance with the *Local Government Act 2009* Council is required to establish an Audit Committee. Council's Audit Committee operates in accordance with an agreed charter which outlines the committee's authority, role and undertakings. The Charter also details eligibility requirements for independent membership to the committee and outlines the tenure and vacancy schedule for each of the independent members. The Charter allows for a "rolling" membership to ensure continuity of knowledge whilst allowing for natural turnover. The Charter document is reviewed every two (2) years. The Audit Committee endorsed the revised charter at their meeting on 3 May 2023.

Recommendation

That Council adopts the Audit Committee Charter as attached to this report.

Resolution

Moved Councillor Furnell, seconded Councillor Perry that the recommendation be adopted.

CARRIED

11.15am - Mrs. Galletta entered the meeting.

7. INFRASTRUCTURE, PLANNING AND ENVIRONMENTAL SERVICES

7.1. ENVIRONMENTAL AND HEALTH SERVICES

7.2. OPERATIONS

7.2.1. TBSC/23/009 - Register of Pre-Qualified Suppliers - Instrumentation

Executive Summary

Tenders for TBSC/23/009 – Register of Pre-Qualified Suppliers – Instrumentation closed at 2.00 pm on 29 March, 2023.

Sixteen sets of documents were requested and issued to prospective tenderers.

Five (5) tenders were received from companies at the nominated closing time. Four (4) firms have offices located in Townsville and Hamilton Instrumentation and Electrical Pty Ltd is located in Southeast Queensland.

Recommendation

That Council accepts the tenders submitted by Welcom Technology Pty Ltd, Hamilton Instrumentation and Electrical Pty Ltd, PMD Process Controls, Boundary Electrical and Instrumentation and CTC Automation Pty Ltd for the purpose of establishing a Register of Pre-qualified Suppliers - Instrumentation.

The register will be effective for a period of two (2) years from the date of Council's resolution.

Resolution

Moved Councillor Musumeci, seconded Councillor Detenon that the recommendation be adopted.

CARRIED

11.23am - Mr. Saldumbide left the meeting.

7.3. PLANNING AND DEVELOPMENT

7.3.2. Development Application for Reconfiguring a Lot one (1) into two (2) Lots at 910 Home Hill Kirknie Road, Osborne

Executive Summary

Council is in receipt of a development application lodged by Milford Planning on behalf of applicant, Andrew Balmer for a reconfiguration of a lot (subdividing one (1) lot into two (2) lots) on land described as Lot 206 on SB109 and located at 910 Home Hill Kirknie Road, Osborne.

Lot 206 is currently 31.161ha in area. Proposed Lot 2 is proposed to be 30.44ha, with proposed Lot 1 to be .72ha in area.

The application has been made under the 2011 Scheme and must be assessed against it. However as significant weight has been given to the relevant aspects of the new 2022 Scheme (which is now in effect) in the assessment of the proposed development, the officers recommendation comes to Council for determination.

Recommendation

That Council approve the proposed reconfiguration of a lot (subdividing one (1) lot into two (2) lots) on land described as Lot 206 on SB109 and located at 910 Home Hill Kirknie Road, Osborne, subject to reasonable and relevant conditions as set out below:

Condition	Reason	Timing
1. General and Administration		
<u>Compliance with Conditions</u>		
1.1 The Applicant is responsible for ensuring compliance with this development approval and the conditions of the approval by an employee, agent, <u>contractor</u> or invitee of the Applicant.	The development must comply with all planning scheme requirements as approved and conditioned by this development permit.	During the operation and life of the development.
1.2 Where a discrepancy or conflict exists between the written condition(s) of the approval and the approved plans, the requirements of the written condition(s) will prevail.		
1.3 Where these conditions refer to 'Council' in relation to requiring Council to approve or be satisfied as to any matter or conferring on Council a function, <u>power</u> or discretion that role of the Council may be fulfilled in whole or in part by a delegate appointed for that purpose by Council.		
1.4 The proposed development must comply in full <u>with</u> all conditions of this approval, relevant Planning Scheme requirements and the relevant policies, guidelines and standards, as applying at the date of this approval, except as otherwise specified by any condition, to Council's satisfaction prior to the commencement of the use.		
1.5 All civil works associated with this development permit must be constructed by a suitably qualified/ licenced contractor and delivered as per the accepted design plans, as per Council specifications and requirements.		
1.6 Council's assessment of the design has been an audit only. In the issuing of this permit Council makes no acknowledgement that the design meets the above requirements.		
1.7 It is a condition of this permit that any errors in the design are the responsibility of the consulting engineer, and that any rectification costs which may be applicable are to be borne by the		

Condition	Reason	Timing
<p>developer. Council bears no responsibility for any errors associated with the design or any costs arising therefrom.</p> <p><u>Works – Applicant's Expense</u></p> <p>1.8 The cost of all works associated with the development and construction of the development including services, facilities and/or public utility alterations required are met at no cost to the Council or relevant utility provider, unless otherwise stated in a development condition.</p> <p><u>Infrastructure Conditions</u></p> <p>1.9 All development conditions contained in this development approval about infrastructure under Chapter 4 of the <i>Planning Act 2016 (the Act)</i>, should be read as being non-trunk infrastructure conditioned under section 145 of the Act, unless otherwise stated.</p> <p><u>Works – Applicants Responsibility</u></p> <p>1.10 The Applicant must repair any damage to existing infrastructure (e.g. kerb and channel, footpath or roadway) that may have occurred during any works undertaken as part of the development. Any damage that is deemed to create a hazard to the community, it must be repaired immediately.</p> <p><u>Works – Design and Standard</u></p> <p>1.11 Unless otherwise stated, all works must be designed, constructed and maintained in accordance with the relevant Council policies, guidelines and standards.</p>		

Condition	Reason	Timing						
2. Approved Plans and Supporting Documents								
<table border="1"> <thead> <tr> <th>Drawing Title</th><th>Drawing/Revision</th><th>Date</th></tr> </thead> <tbody> <tr> <td>Proposed Lot Configuration</td><td>M2063-SK-01, Issue F, Sheet 1</td><td>20.03.23</td></tr> </tbody> </table> <p>Associated Reports</p> <p>Development application prepared by Milford Planning, February 2023 and the amended proposal Plan, email 20 March 2023.</p>			Drawing Title	Drawing/Revision	Date	Proposed Lot Configuration	M2063-SK-01, Issue F, Sheet 1	20.03.23
Drawing Title	Drawing/Revision	Date						
Proposed Lot Configuration	M2063-SK-01, Issue F, Sheet 1	20.03.23						
<p>2.1 The proposed development must be completed, comply with and maintained generally in accordance with the drawings/ documents identified in the above, except as otherwise specified and/or amended by any condition of this approval.</p> <p>2.2 The development must be constructed in the position and at the levels identified on the approved plans or as stipulated by a condition of this approval, noting that all boundary setback measurements are taken from the real property boundary and not from such things as road bitumen or fence lines.</p> <p>2.3 Where there is any conflict between the conditions of this approval and the details shown on the approved plans and documents, the conditions of approval must prevail.</p>	The development must comply with all planning scheme requirements as approved and conditioned by this development permit.	At all times.						
3. Payment of Rates, Charges and Expenses								
3.1 Prior to signing the Plan of Survey, payment is required of any outstanding rates or charges levied by the Council or any expenses being a charge over the subject land.	Confirmation to be provided to Council prior to the release of the Plan of Survey.							

Condition	Reason	Timing
3.2 Pay the sum calculated at the current charge per lot to be levied on the Council by the Department of Resources, for each new valuation.		
4. Confirmation of Existing Services The existing services for each lot must be contained within the individual allotments.	To ensure the development is appropriately serviced in accordance with relevant code/s and policy direction.	Confirmation to be provided to Council prior to the release of the Plan of Survey.
5. Relocation/alteration of Public Utilities The developer must at its own cost undertake all necessary alterations to public utility mains and services as rendered necessary by the carrying out of any required external works or other works associated with the approved development to the satisfaction of Council, and at no cost to Council.	To ensure development is appropriately serviced by public services and/or facilities in accordance with relevant code/s and policy direction.	Prior to the release of the Plan of Survey.
6. Roadworks The construction of any crossovers to give access to the land is to be the owner's responsibility and at no cost to Council, to the satisfaction of the Chief Executive Officer.	To provide appropriate access in accordance with relevant code/s and policy direction.	Prior to the issuing of a Development Permit for Building Works.
8. Drainage/Stormwater The approved development and use(s) must not interfere with the natural flow of stormwater in the locality in such a manner as to cause ponding or concentration of stormwater on adjoining land or roads.	To convey stormwater across other lands legally and in an environmentally responsible manner in accordance with	At all times.

Condition	Reason	Timing
	relevant code/s and policy direction.	
Advice		
1. Infrastructure Charges An Infrastructure Charges Notice outlining the estimated infrastructure contributions payable relevant to the Development Permit is attached for your information.		
2. Compliance with Conditions Unless otherwise specified by these conditions, the conditions must be complied with prior to Council's endorsement of the Plan of Survey.		
3. Future Development and Flood Management 4.1 Any future on-site sewerage treatment and disposal on the proposed lots must be in accordance with the On-Site Sewerage Code and AS/NZS 1547:2000. 4.2 Any development application for building works which includes habitable rooms may have to include a 1% AEP Flood Certificate. N.B. this applies in Localised and River Flood areas as identified in Burdekin Shire Councils mapping.		
4. Acid Sulfate Soils Should the presence of acid sulfate soils or potential acid sulfate soils be detected, an Acid Sulfate Soils Management Plan may be required to be prepared and submitted to Council for approval.		
5. Limitation of Approval 5.1 The Council and its officers make no representations and provide no warranties as to the accuracy of the information contained in the application including its supporting material provided to it by the applicant. 5.2 The Council and its officers rely upon the applicant concerning the accuracy and completeness of the application and its supporting material and accepts the application and supporting material as constituting a representation by the applicant as to its accuracy and completeness. Insofar as the		

Condition	Reason	Timing
application and its supporting material may be incomplete and/or inaccurate giving rise to any claim by a third party the applicant agrees to indemnify and save the council harmless in respect of any claim so arising.		
6. Miscellaneous The Applicant is reminded of their obligations under the Aboriginal Cultural Heritage Act, 2003 and the Torres Strait Islander Cultural Heritage Act 2003. Further information and databases are available from the Department of Aboriginal and Torres Strait Islander Partnerships at: www.datsip.qld.gov.au		
7. Earthworks Earthworks are not approved as part of this Development Permit. If any earthworks are required and deemed assessable development, an operational works development application is to be lodged with Council for assessment in accordance with relevant code/s and policy direction.		

Resolution

Moved Councillor Musumeci, seconded Councillor Detenon that the recommendation be adopted noting the following Advice Condition:

1. as per the requirements of the State (Department of Transport and Main Roads), no access from the state-controlled Home Hill - Kirknie Road to proposed Lot 2 is permitted. Access to proposed Lot 2 is to be via the unnamed Council controlled road reserve located adjacent to the western boundary of Lot 206 on SB109.

CARRIED

11.28am - Mrs. Galletta left the meeting.

7.4. TECHNICAL SERVICES

8. NOTICE OF MOTION

9. RECEIPT OF PETITIONS

10. CORRESPONDENCE FOR INFORMATION

11. GENERAL BUSINESS

11.1. Approval Leave of Absence - Councillor Detenon

Councillor Detenon requested approval for leave of absence for the period of 12 to 19 June 2023.

Resolution

Moved Councillor Musumeci, seconded Councillor Furnell that Councillor Detenon be granted a leave of absence for the period of 12 to 19 June 2023.

CARRIED

11.2. Approval Leave of Absence - Councillor Furnell

Councillor Furnell requested approval for leave of absence for the period of 13 to 16 June 2023.

Resolution

Moved Councillor Perry, seconded Councillor Detenon that Councillor Furnell be granted a leave of absence for the period of 13 to 16 June 2023.

CARRIED

12. CLOSED BUSINESS ITEMS

There being no further business the meeting closed at 12.12pm.

These minutes were confirmed by Council at the Ordinary Council Meeting held on 13 June 2023.

MAYOR

5.1.1. CEO

Council Workshops - May 2023

File Reference: 1394

Report Author: Terry Brennan, Chief Executive Officer

Authoriser: Terry Brennan, Chief Executive Officer

Meeting Date: 13 June 2023

Link to Corporate/Operational Plan:

Burdekin Shire Council Corporate Plan 2022-2027:

5.2.1 Demonstrate open and transparent leadership

Executive Summary

In line with its normal meeting arrangements, the Council conducted two (2) general workshops during May with workshops held on 2 and 16 May 2023.

A range of policy and operational issues were discussed by Councillors and staff at the workshops. A summary of the items discussed at the workshops is outlined in the report.

Recommendation

That the report on the Council workshops held on 2 and 16 May 2023 be received and noted.

Background

The Council has adopted governance arrangements based on holding Council meetings on a fortnightly basis each month, except in December and January each year, where only one (1) meeting is held in each month. Similar arrangements apply to the conduct of general workshops which are held on the alternate week to Council meetings.

In line with these arrangements, two (2) general workshops were conducted during May with workshops held on 2 and 16 May 2023. A number of budget workshops associated with the preparation of the 2023/24 Budget were also held during May.

A broad range of policy and operational issues were discussed at the workshops along with presentations from external parties. A summary of the issues discussed at the workshops is outlined below:

2 May 2023

- Review of existing policies:
 - o Undetected Water Leaks
 - o Faulty or Broken Water Meter
- Presentation on Guardrail Replacement Program
- Update on Smart Precinct NQ/Smart Hub Burdekin
- Review of existing policies:
 - o Vending on Council Roads
 - o Vending on Council Owned or Controlled Land
- Presentation on draft Reef Guardian Action Plan 2023-2027
- Update on Millaroo Pool Closure
- Proposed Legacy of Burdekin Readers and Writers Association
- Approval of Extension for Local Mental Health Initiative
- Proposed establishment of Panel of Providers for Instrumentation Services
- Review of Conflict of Interest for Workers Policy
- Update on Operational Plan Quarter 3 Report
- Discussion about advice from IOR on the Fuel Facility at Ayr Aerodrome

16 May 2023

- Discussion with Design Consultants – Proposed Refurbishment of Ayr Showgrounds Main Hall
- Proposed Write-off of Water Charges – Sewerage Pump Station, Gainsborough Drive, Ayr
- Discussion of Write-off of Contaminated Emoleum, Council Depot
- Discussion on Proposed Disposal of Redundant Water Pressure Pumps
- Discussion on Request for Relocation of Water Meter servicing 126 Giddy Road, Ayr
- Discussion of Drainage at Thirteenth Avenue and Fourteenth Avenue, Home Hill
- Discussion of Strategic Options for Burdekin Cascades Caravan Park
- Discussion of Proposed School Competition for Livery of Waste Management Trucks
- Review of Council Property and Leasing Policy
- Discussion on Potential Disposal of Council Owned Land – 121-131 First Avenue, Home Hill
- Update on Sweet Days Hot Nights Festival
- Update on Proposed Lighting of Trees – Lloyd Mann Garden, Home Hill
- Discussion of Community.Org Forum Report
- Presentation on Salary Packaging Proposal being offered to staff
- Update on Home Hill Bat Dispersal Program

Consultation

Consultation was undertaken with various parties in the presentation of the workshop topics.

Budget & Resource Implications

Not Applicable.

Legal Authority & Implications

Not Applicable.

Policy Implications

Any policy proposals or approvals are subsequently referred to a Council meeting via a report for consideration and if approved, formal adoption.

Risk Implications (Strategic, Operational, Project Risks)

Strategic Risk due to possible reputation damage if policies or major initiatives are not effectively developed with input and support from Councillors.

Attachments

None

6.3.1. FINANCIAL AND ADMINISTRATIVE SERVICES

Adoption of 2023/24 Fees and Charges

File Reference: 367

Report Author: Fiona Smith, Financial Accountant Reporting

Authoriser: Kim Olsen, Manager Finance and Administrative Services

Meeting Date: 13 June 2023

Link to Corporate/Operational Plan:

Burdekin Shire Council Corporate Plan 2022-2027

5.2.2: Responsibly manage Council's financial position to ensure sustainability.

5.2.3: Implement effective governance frameworks.

5.2.4: Undertake regulatory responsibilities in accordance with legislative obligations.

Executive Summary

The 2023/24 Fees and Charges schedule is required to be adopted by Council to be effective from 1 July 2023.

Recommendation

That in accordance with the *Local Government Act 2009*, Council adopts the attached 2023/24 Fees and Charges schedule, to take effect from 1 July 2023.

Background

Council has the power to establish user pay charges under the *Local Government Act 2009*. As such, Council undertakes an annual review of the fees and charges schedule to ensure only the costs associated with providing services is recovered in the fees.

During the annual review, fees were individually reviewed and the necessary increases and decreases were applied. Any fee that has changed has been justified by the responsible officer. However, as per a previous Council resolution, the fees for aerodrome rentals have been increased by 5%.

Council's Fees and Charges were reviewed by Council Officers from February to May. The review was conducted alongside the 2023/24 Budget to ensure any changes are reflected in the budget.

The adopted 2023/24 Fees and Charges schedule will be uploaded and presented on Council's website from 1 July 2023.

Consultation

The costs associated with delivery of services have been reviewed by Council managers and staff to develop a schedule of fees and charges reflecting the costs and resources required to deliver services. Any increases/decreases to fees have been reviewed and justification has been provided.

Consultation was undertaken with the Councillors at a Council Workshop held on 27 April 2023.

Budget & Resource Implications

Where the true cost of services is not recovered through fees then additional impost is placed on other revenue sources, typically rates.

Legal Authority & Implications

Local Government Act 2009 sections 97, 98, 99 & 262.

Policy Implications

The fees and charges schedule can be amended at any time throughout the year in accordance with legislation.

Risk Implications (Strategic, Operational, Project Risks)

There are several risks associated with the development, review and adoption of Council's Fees and Charges Schedule for 2023/24. The *Local Government Act 2009* prescribes the way in which Councils can raise fees and charges for services, facilities, or activities.

A collaborative approach has been applied, ensuring feedback is obtained from across the organisation which mitigates the risks associated with accuracy and completeness of the fees and charges schedule.

By adopting the fees and charges schedule, Council helps to mitigate the risks of non-compliance with legislation and inadequate financial return in relation to the provision of certain services.

Attachments

1. 2023-24 Fees and Charges

Fees and Charges

2023/24

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Name	Commercial or Regulatory Fee	Legislation	Year 23/24		
			Fee (excl. GST)	GST	Fee (incl. GST)

BURDEKIN SHIRE COUNCIL

FEES AND CHARGES FOR COUNCIL SERVICES

MAPS

District Maps

Each map of the towns of Ayr, Home Hill and Brandon	R	Local Government Act 2009 s74	\$1.90	\$0.00	\$1.90
Each map of the Shire	R	Local Government Act 2009 s74	\$5.70	\$0.00	\$5.70

PHOTOCOPYING & PLAN PRINTING

All General Photocopying (except Library)

A4 - each	C	Local Government Act 2009 s262(3)c	\$0.91	\$0.09	\$1.00
A3 - each	C	Local Government Act 2009 s262(3)c	\$1.23	\$0.12	\$1.35
A2 - each	C	Local Government Act 2009 s262(3)c	\$9.09	\$0.91	\$10.00
A1 - each	C	Local Government Act 2009 s262(3)c	\$14.55	\$1.45	\$16.00
AO - each	C	Local Government Act 2009 s262(3)c	\$20.00	\$2.00	\$22.00

Per copy at the Burdekin and Home Hill Libraries

A4 - each	C	Local Government Act 2009 s262(3)c	\$0.18	\$0.02	\$0.20
A3 - each	C	Local Government Act 2009 s262(3)c	\$0.27	\$0.03	\$0.30

Plans generated from GIS system

A4 - each	R	Local Government Act 2009 s262(3)c	\$11.50	\$0.00	\$11.50
A3 - each	R	Local Government Act 2009 s262(3)c	\$16.50	\$0.00	\$16.50
A2 - each	R	Local Government Act 2009 s262(3)c	\$22.00	\$0.00	\$22.00
A1 - each	R	Local Government Act 2009 s262(3)c	\$36.00	\$0.00	\$36.00
AO - each	R	Local Government Act 2009 s262(3)c	\$46.00	\$0.00	\$46.00

LAMINATING

Burdekin Library

A4 - per page	C	Local Government Act 2009 s262(3)c	\$2.73	\$0.27	\$3.00
A3 - per page	C	Local Government Act 2009 s262(3)c	\$4.55	\$0.45	\$5.00

Name	Commercial or Regulatory Fee	Legislation	Year 23/24		
			Fee (excl. GST)	GST	Fee (incl. GST)

AERODROME RENTAL

Council resolution for aerodrome fees to be increased annually by 5%.

Private and Commercial operators are also required to pay site fees (rates) equal to the Minimum General Rate - Commercial and Industrial (2021/22 Site Fees = \$1,129)

Lot Rental (per Lot)

Commercial	C	Local Government Act 2009 s262(3)c	\$510.91	\$51.09	\$562.00
Recreational	C	Local Government Act 2009 s262(3)c	\$510.91	\$51.09	\$562.00
Private	C	Local Government Act 2009 s262(3)c	\$460.91	\$46.09	\$507.00

Landing Fees

Commercial	C	Local Government Act 2009 s262(3)c	\$1,531.82	\$153.18	\$1,685.00
Recreational	C	Local Government Act 2009 s262(3)c	\$701.82	\$70.18	\$772.00
Private	C	Local Government Act 2009 s262(3)c	\$530.91	\$53.09	\$584.00

Tie-Down Fees (if required)

Commercial	C	Local Government Act 2009 s262(3)c	\$255.45	\$25.55	\$281.00
Recreational	C	Local Government Act 2009 s262(3)c	\$255.45	\$25.55	\$281.00
Private	C	Local Government Act 2009 s262(3)c	\$255.45	\$25.55	\$281.00

RAILWAY PERMITS

New/Renewals

The applicant shall be responsible for payment of applicable stamp duty

Each Crossing	R	Local Government Act 2009 Local Law 1	\$39.50	\$0.00	\$39.50
And/or each kilometre of Tramline or part thereof	R	Local Government Act 2009 Local Law 1	\$39.00	\$0.00	\$39.00
Minimum Charge for Issue of Permit	R	Local Government Act 2009 Local Law 1	\$101.00	\$0.00	\$101.00

RATE/PROPERTY SEARCHES

Change of Ownership Fee	R	Local Government Act 2009 s97(2)b	\$58.00	\$0.00	\$58.00
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To assist in the recovery of the cost of receiving and recording the change of ownership information on a property. This fee will appear on the next rate notice issued for the property.

Name	Commercial or Regulatory Fee	Legislation	Year 23/24		
			Fee (excl. GST)	GST	Fee (incl. GST)

RATE/PROPERTY SEARCHES [continued]

Special Water Meter Reading	R	Local Government Act 2009 s97(2)c	\$76.00	\$0.00	\$76.00
<p>Please check to ensure a Water Meter is connected to Property.</p> <p>Rates are charged annually in advance to 30th June.</p> <p>Water meters are read twice yearly in October/November and then again in May/June. The first half year's consumption from the October/November reading is charged in December/January each year and the charge for the second half year's consumption is included with the annual rates levy in August/September.</p> <p>Council recommends prospective property purchasers obtain a Rate Certificate and Property Search in every instance.</p>					
Verbal request for information from Council's Rate Book including Property Owner/s, Name/s and Address/s, Real Property Description, Area, Valuation, Rates and/or Water Meter details.	R	Local Government Act 2009 s97(2)c	\$10.00	\$0.00	\$10.00
<p>This fee excludes requests made in accordance with Section 155 <i>Local Government Regulation 2012</i> whereby public may inspect land record:</p> <p>s155 (2) However, the following persons may inspect particulars of land in the land record free of charge -</p> <p>(a) an owner, lessee, or occupier of -</p> <p>(i) the land; or</p> <p>(ii) adjoining land;</p> <p>(b) the agent of an owner, lessee or occupier of -</p> <p>(i) the land; or</p> <p>(ii) adjoining land.</p>					

Rate Search

Rate Certificate - Financial Only - Per Property (7 working days processing time)	R	Local Government Act 2009 s97(2)c	\$92.00	\$0.00	\$92.00
Includes Rates information, Town Planning Zone and the last two (2) water Meter readings, if applicable.					

Rate and Property Search

Rate Certificate and Property Search - Per Property (10 working days processing time)	R	Local Government Act 2009 s97(2)c	\$156.00	\$0.00	\$156.00
Includes Rates information, Town Planning Zone and the last two (2) water Meter readings, if applicable.					
Includes details of any Engineering (Roads & Drainage), Water/Waste Water/Trade Waste, and Environment & Health, requisitions or defects on file.					

Building & Plumbing Records Search

In respect of each separately surveyed parcel of land.

Note: Proof of ownership is required, i.e. letter from the owner or a copy of the signed Contract of Sale.

Residential (Class 1 & 10a)	R	Local Government Act 2009 s97(2)c	\$201.00	\$0.00	\$201.00
This search comprises details of building and plumbing records for the requested lot/s, including a listing of all building/plumbing approvals and any building/plumbing defects. Please note, a separate search is required for each separately surveyed parcel of land.					
Commercial (Class 2 - 9)	R	Local Government Act 2009 s97(2)c	\$252.00	\$0.00	\$252.00
This search comprises details of building and plumbing records for the requested lot/s, including a listing of all building/plumbing approvals and any building/plumbing defects. Please note, a separate search is required for each separately surveyed parcel of land.					

RIGHT TO INFORMATION

Application Fee	R	Right to Information Regulation 2009 s4	As per legislation		
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Name	Commercial or Regulatory Fee	Legislation	Year 23/24		
			Fee (excl. GST)	GST	Fee (incl. GST)

RIGHT TO INFORMATION [continued]

Processing Charge (>5 hours processing time)	R	Right to Information Regulation 2009 s5(1)(b)	As per legislation		
Access Charge	R	Right to Information Regulation 2009 s6(1)(a)	As per legislation		
Access Charge (Document photocopying)	R	Right to Information Regulation 2009 s6(1)(b)	As per legislation		

PUBLICATIONS

Local Disaster Management Plan - Set fee for printing publication	R	Local Government Act 2009 s262(3)c	\$32.00	\$0.00	\$32.00
Budget - per copy (also available on Council's website)	R	Local Government Act 2009 Local Govt (Finance Plans & Reporting) Reg s144	\$33.00	\$0.00	\$33.00
Annual Report - per copy (also available on Council's website)	R	Local Government Act 2009 s97(2)c	\$33.00	\$0.00	\$33.00
Annual Report as prepared in accordance with <i>Local Government Act 2009 S150EB</i> . Copy printed and bound "in house".					
For each Local Law & Subordinate Local Law - per page (also available on Council's website)	R	Local Government Act 2009 s31	\$1.00	\$0.00	\$1.00
Copies of confirmed Council Minutes, if sold to the general public - per set (also available on Council's website)	R	Local Government Act 2009 Local Govt (Operations) Reg s69	\$18.00	\$0.00	\$18.00

TRAFFIC MANAGEMENT PLANS

Cost of producing Traffic Management Plans (For Community Events only)	R	Local Government Act 2009 s262(3)c	\$425.00	\$0.00	\$425.00
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LIBRARY MEMBERSHIP FEES

Membership is free to the following classes of membership:

- Class 1 - Permanent resident adult member
- Class 2 - Permanent resident minor member
- Class 3 - Institutional member
- Class 4 - Provisional adult member
- Class 5 - Provisional minor member
- Class 6 - Reciprocal member

Membership is available for a fee to the following class of membership:

- Class 7 - Visitor member

Non-Refundable Visitor Membership Fee - Restricted to maximum of 2 items for the normal loan period of 1 month. (This does not apply to permanent Queensland residents who are treated as reciprocal borrowers with full borrowing rights).

Replacement cost will be charged for lost or irreparably damaged library resources. #

An administration charge will be made for repair to damaged (not irreparable) library resources.

If a borrower pays for a lost item, and subsequently finds the item, a refund for the amount paid will be made under the following conditions:

- a) the original receipt is provided by the borrower; and
- b) a period of no longer than 4 weeks has elapsed since payment

Name	Commercial or Regulatory Fee	Legislation	Year 23/24		
			Fee (excl. GST)	GST	Fee (incl. GST)

LIBRARY MEMBERSHIP FEES [continued]

Non-Refundable Visitor Membership Fee - Restricted to maximum of 2 items for the normal loan period of 1 month. (This does not apply to Queensland residents who are treated as reciprocal borrowers with full borrowing rights)	C	Local Government Act 2009 s262(3)c	\$25.00	\$0.00	\$25.00
Replacement Membership Card	C	Local Government Act 2009 s262(3)c	\$5.00	\$0.00	\$5.00
Library Bag	C	Local Government Act 2009 s262(3)c	\$3.64	\$0.36	\$4.00
Earbud headphones	C	Local Government Act 2009 s262(3)c	\$1.82	\$0.18	\$2.00
Books - Administration fee	C	Local Government Act 2009 s262(3)c	\$19.00	\$0.00	\$19.00
Magazines - Administration fee	C	Local Government Act 2009 s262(3)c	\$10.00	\$0.00	\$10.00
CDs - Administration fee	C	Local Government Act 2009 s262(3)c	\$18.00	\$0.00	\$18.00
DVDs - Administration fee	C	Local Government Act 2009 s262(3)c	\$18.00	\$0.00	\$18.00

INTERNET ACCESS - Burdekin Library (Ayr and Home Hill)

Non-Members - the first 15 minutes free. Then \$5.00 per hour.	C	Local Government Act 2009 s262(3)c	\$4.55	\$0.45	\$5.00
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Patrons allowed maximum of one hour per day if facilities are fully utilised.

Library Members - Free

IDEAS @ 108 HIRE

Commercial rate - Up to 12 hrs	C	Local Government Act 2009 s262(3)c	\$36.36	\$3.64	\$40.00
<p>The Commercial rate is applied except where a Community rate applies - for a charitable or non-profit organisation. A charitable organisation is defined as an organisation officially recognised as devoted to the assistance of those in need. A non-profit organisation is defined as an organisation where all revenue raised goes directly towards advancing a relevant public purpose; that no individual makes a personal profit out of the operations; that no remuneration is made to any individual, member or employee of the organisation; relies on volunteers; and does not receive significant government funding for its operations.</p>					
Commercial rate - Up to 4 hrs	C	Local Government Act 2009 s262(3)c	\$18.18	\$1.82	\$20.00
<p>The Commercial rate is applied except where a Community rate applies - for a charitable or non-profit organisation. A charitable organisation is defined as an organisation officially recognised as devoted to the assistance of those in need. A non-profit organisation is defined as an organisation where all revenue raised goes directly towards advancing a relevant public purpose; that no individual makes a personal profit out of the operations; that no remuneration is made to any individual, member or employee of the organisation; relies on volunteers; and does not receive significant government funding for its operations.</p>					
Community rate - Up to 12 hrs	C	Local Government Act 2009 s262(3)c	\$27.27	\$2.73	\$30.00
<p>Community rate applies for a charitable or non-profit organisation. A charitable organisation is defined as an organisation officially recognised as devoted to the assistance of those in need. A non-profit organisation is defined as an organisation where all revenue raised goes directly towards advancing a relevant public purpose; that no individual makes a personal profit out of the operations; that no remuneration is made to any individual, member or employee of the organisation; relies on volunteers; and does not receive significant government funding for its operations.</p>					

Name	Commercial or Regulatory Fee	Legislation	Year 23/24		
			Fee (excl. GST)	GST	Fee (incl. GST)

IDEAS @ 108 HIRE [continued]

Community Rate - Up to 4 hrs	C	Local Government Act 2009 s262(3)c	\$13.64	\$1.36	\$15.00
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Community rate applies for a charitable or non-profit organisation.

A charitable organisation is defined as an organisation officially recognised as devoted to the assistance of those in need.

A non-profit organisation is defined as an organisation where all revenue raised goes directly towards advancing a relevant public purpose; that no individual makes a personal profit out of the operations; that no remuneration is made to any individual, member or employee of the organisation; relies on volunteers; and does not receive significant government funding for its operations.

CEMETERY FEES

Ayr and Home Hill Cemeteries

To ensure a consistent approach to the operation of cemeteries managed and maintained by Burdekin Shire Council the Code of Operations Cemeteries details the procedures for reserving final places of rest, arranging an interment, standards for construction of memorial graves, mausoleums and vaults. It also specifies a standard for placement of plaques, vases and other memorial memento's in the Burdekin Shire Council cemeteries, columbarium and memorial walls.

The Code of Operations Cemeteries can be viewed on the Council website.

Interments

Adult burial	C	Local Government Act 2009 s262(3)c	\$1,127.27	\$112.73	\$1,240.00
Child burial (children 12 years and under - standard depth 1.5m)	C	Local Government Act 2009 s262(3)c	\$563.64	\$56.36	\$620.00
Stillborn burial	C	Local Government Act 2009 s262(3)c	\$281.82	\$28.18	\$310.00
Mausoleums and single depth vaults burial - 1st Internment	C	Local Government Act 2009 s262(3)c	\$909.09	\$90.91	\$1,000.00
Double depth vault - 1st Internment	C	Local Government Act 2009 s262(3)c	\$1,086.36	\$108.64	\$1,195.00
Disposal of human remains outside a cemetery	C	Local Government Act 2009 s262(3)c	\$363.64	\$36.36	\$400.00

Plot

Lawn Cemetery - single plot	C	Local Government Act 2009 s262(3)c	\$1,136.36	\$113.64	\$1,250.00
Memorial cemetery - single plot	C	Local Government Act 2009 s262(3)c	\$1,136.36	\$113.64	\$1,250.00
Stillborn Section - single plot	C	Local Government Act 2009 s262(3)c	\$154.55	\$15.45	\$170.00
Niche - single	C	Local Government Act 2009 s262(3)c	\$118.18	\$11.82	\$130.00
Niche - dual	C	Local Government Act 2009 s262(3)c	\$236.36	\$23.64	\$260.00
Infant Memorial Wall - Plaque	C	Local Government Act 2009 s262(3)c	\$118.18	\$11.82	\$130.00

Reservations

Memorial cemetery - per plot	C	Local Government Act 2009 s262(3)c	\$1,136.36	\$113.64	\$1,250.00
Niche - single	C	Local Government Act 2009 s262(3)c	\$118.18	\$11.82	\$130.00

Name	Commercial or Regulatory Fee	Legislation	Year 23/24		
			Fee (excl. GST)	GST	Fee (incl. GST)

Reservations [continued]

Niche - dual	C	Local Government Act 2009 s262(3)c	\$236.36	\$23.64	\$260.00
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Permit to Erect

Plus plot costs if applicable

Headstone, tombstone, memorial stone, flat stone or other monument	C	Local Government Act 2009 s262(3)c	\$175.00	\$0.00	\$175.00
Double grave headstone	C	Local Government Act 2009 s262(3)c	\$225.00	\$0.00	\$225.00
Vault or mausoleum	C	Local Government Act 2009 s262(3)c	\$620.00	\$0.00	\$620.00
Headstones on Ex-servicemen's graves at the Ayr and Home Hill Cemeteries	C	Local Government Act 2009 s262(3)c			Nil

Re-opening

Exploratory inspection - Memorial Cemeteries	C	Local Government Act 2009 s262(3)c	\$450.00	\$45.00	\$495.00
Second interment individual plot - Lawn	C	Local Government Act 2009 s262(3)c	\$704.55	\$70.45	\$775.00
Second interment individual plot - Vault/ Mausoleum	C	Local Government Act 2009 s262(3)c	\$563.64	\$56.36	\$620.00
Removal of grave capping - Memorial Cemeteries	C	Local Government Act 2009 s262(3)c			At Cost
Exhumation	C	Local Government Act 2009 s262(3)c			At Cost

Interment of Ashes

Grave opening as additional interment - into existing plot	C	Local Government Act 2009 s262(3)c	\$245.45	\$24.55	\$270.00
Niche wall (niche cost is extra)	C	Local Government Act 2009 s262(3)c	\$122.73	\$12.27	\$135.00

Extra Charge for Burials

Saturdays	C	Local Government Act 2009 s262(3)c	\$618.18	\$61.82	\$680.00
Sundays and Public Holidays	C	Local Government Act 2009 s262(3)c	\$754.55	\$75.45	\$830.00

Search of Cemetery Records

Search of Historical Cemetery Records - Record Books	C	Local Government Act 2009 s262(3)c	\$55.00	\$0.00	\$55.00
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Preparation Fees - Bush Chapel & Band Rotundas

Bush Chapel - Plantation Park	C	Local Government Act 2009 s262(3)c	\$154.55	\$15.45	\$170.00
Band Rotunda - Anzac Park/Memorial Park Home Hill	C	Local Government Act 2009 s262(3)c	\$81.82	\$8.18	\$90.00

Name	Commercial or Regulatory Fee	Legislation	Year 23/24		
			Fee (excl. GST)	GST	Fee (incl. GST)

ANIMAL MANAGEMENT

Registration period is 1 August to 31 July.

Council will recognise the registration status for any animal holding a current registration status with another Local Authority subject to an application for registration being made and a replacement tag purchased.

Deceased Animals – Compassionate Concession

Applies when a registered animal (excluding a regulated dog) dies during the registration period. Proof of deceased status required (return of tag, vet certificate).

1 August - 31 January	R	Animal Management (Cats and Dogs) Act 2008 Local Law 2	50% of Fee		
1 February - 31 July	R	Animal Management (Cats and Dogs) Act 2008 Local Law 2	Nil		

Registration - Dogs

An early bird discount of 50% is available for renewals paid on or before 31 July. This discount does not apply to either Regulated Dogs or the registration of dogs under 6 months of age.

Please note that dogs need to be registered from 3 months of age as per the *Animal Management (Cats and Dogs) Act 2008* s44.

Any cat or dog born on or after 1 July 2010 must be implanted with a microchip by 12 weeks of age and the microchip number must be provided to Council.

Dogs less than 6 months of age (Tag cost only)	R	Animal Management (Cats and Dogs) Act 2008	\$9.00	\$0.00	\$9.00
All new registrations (excluding dogs previously registered)	R	Animal Management (Cats and Dogs) Act 2008	\$25.00	\$0.00	\$25.00
Assistance Animals (Guide, Hearing or Assistance) on provision of certification.	R	Animal Management (Cats and Dogs) Act 2008	Nil		

Desexed Dogs

All dogs 6 months and over of age. Proof of desexing required - provision of vet certificate. Includes Tag Cost.

An early bird discount of 50% is available for renewals paid on or before 31 July.

Desexed Dog	R	Animal Management (Cats and Dogs) Act 2008	\$67.00	\$0.00	\$67.00
Desexed Dog (Pensioner owned)	R	Animal Management (Cats and Dogs) Act 2008	\$44.00	\$0.00	\$44.00
Desexed Dog with Microchip	R	Animal Management (Cats and Dogs) Act 2008	\$44.00	\$0.00	\$44.00
Desexed Dog with Microchip (Pensioner owned)	R	Animal Management (Cats and Dogs) Act 2008	\$34.00	\$0.00	\$34.00

Entire Dogs

All dogs 6 months and over of age. Includes Tag Cost.

An early bird discount of 50% is available for renewals paid on or before 31 July.

Name	Commercial or Regulatory Fee	Legislation	Year 23/24		
			Fee (excl. GST)	GST	Fee (incl. GST)

Entire Dogs [continued]

Entire Dog	R	Animal Management (Cats and Dogs) Act 2008	\$142.00	\$0.00	\$142.00
Entire Dog (Pensioner owned)	R	Animal Management (Cats and Dogs) Act 2008	\$126.00	\$0.00	\$126.00
Entire Dog with Microchip	R	Animal Management (Cats and Dogs) Act 2008	\$105.00	\$0.00	\$105.00
Entire Dog with Microchip (Pensioner owned)	R	Animal Management (Cats and Dogs) Act 2008	\$94.00	\$0.00	\$94.00

Regulated Dogs

Regulated dog fee covers permit and registration. The renewal discount of 50% does not apply to regulated dogs.

Declared Dangerous

Initial registration (includes engraved regulated dog tag and 2 approved signs)	R	Animal Management (Cats and Dogs) Act 2008	\$410.00	\$0.00	\$410.00
Annual Renewal	R	Animal Management (Cats and Dogs) Act 2008	\$315.00	\$0.00	\$315.00
Annual Renewal - Compliant	R	Animal Management (Cats and Dogs) Act 2008	\$230.00	\$0.00	\$230.00

Compliant fee applies after 3 consecutive years complying with the conditions for keeping a dangerous dog. Conditions must continue to be complied with or fee will revert back to the annual renewal fee for dangerous dogs.

Declared Menacing

Initial registration (includes engraved regulated dog tag and 2 approved signs)	R	Animal Management (Cats and Dogs) Act 2008	\$400.00	\$0.00	\$400.00
Annual Renewal - Entire	R	Animal Management (Cats and Dogs) Act 2008	\$305.00	\$0.00	\$305.00
Annual Renewal - Desexed	R	Animal Management (Cats and Dogs) Act 2008	\$230.00	\$0.00	\$230.00
Annual Renewal Compliant - Entire	R	Animal Management (Cats and Dogs) Act 2008	\$185.00	\$0.00	\$185.00
Annual Renewal Compliant - Desexed	R	Animal Management (Cats and Dogs) Act 2008	\$68.00	\$0.00	\$68.00

Compliant fee applies after 3 consecutive years complying with the conditions for keeping a menacing dog. Conditions must continue to be complied with or fee will revert back to the annual renewal fee for menacing dogs.

Name	Commercial or Regulatory Fee	Legislation	Year 23/24		
			Fee (excl. GST)	GST	Fee (incl. GST)

Restricted

Registration	R	Animal Management (Cats and Dogs) Act 2008	\$142.00	\$0.00	\$142.00
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A Restricted Dog is defined in the *Animal Management (Cats and Dogs) Act 2008* as a breed of dog prohibited from importation into Australia under the *Customs Act 1901* (Cth).

Replacement of Regulated Dog Tag and Signs

Replacement regulated dog tag	R	Animal Management (Cats and Dogs) Act 2008	\$24.00	\$0.00	\$24.00
Replacement approved signage	R	Animal Management (Cats and Dogs) Act 2008	\$44.00	\$0.00	\$44.00

Show Dogs

For each dog that is registered with Dogs Queensland, and kept on the one property, the following applies:

First 2 dogs - Standard registration fees applicable at the time of registration

Additional dogs registered with Dogs Queensland - (per dog)	R	Animal Management (Cats and Dogs) Act 2008	\$18.00	\$0.00	\$18.00
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Working Dogs

Application for registration of a working dog must be accompanied by information to support the application, e.g. property where dog works, type of work undertaken, owners name and address. Fee applies once Council approves the application.

Registration of approved working dog	R	Animal Management (Cats and Dogs) Act 2008			Nil
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Registration - Cats

An early bird discount of 50% is available for renewals paid prior to 31 July. This discount does not apply to the registration of cats under 6 months of age.

Any cat or dog born on or after 1 July 2010 must be implanted with a microchip by 12 weeks of age and the microchip number must be provided to Council.

Note that cats need to be registered from 3 months of age as per *Local Law No 2 (Animal Management) 2012*, Section 8A.

Cats less than 6 months of age (Tag cost only)	R	Local Government Act 2009 Local Law 2	\$9.00	\$0.00	\$9.00
All new registrations (excluding cats previously registered and those with a lower fee - see desexed cats with microchip / pension)	R	Local Government Act 2009 Local Law 2	\$25.00	\$0.00	\$25.00

Desexed Cats

All cats 6 months and over of age. Proof of desexing required – vet certificate. Includes Tag Cost.

An early bird discount of 50% is available for renewals paid on or before 31 July

Desexed Cat	R	Local Government Act 2009 Local Law 2	\$39.00	\$0.00	\$39.00
Desexed Cat (Pensioner owned)	R	Local Government Act 2009 Local Law 2	\$22.00	\$0.00	\$22.00

Name	Commercial or Regulatory Fee	Legislation	Year 23/24		
			Fee (excl. GST)	GST	Fee (incl. GST)

Desexed Cats [continued]

Desexed Cat with Microchip	R	Local Government Act 2009 Local Law 2	\$0.00	\$0.00	\$0.00
Desexed Cat with Microchip (Pensioner owned)	R	Local Government Act 2009 Local Law 2	\$0.00	\$0.00	\$0.00

Entire Cats

All cats 6 months and over of age. Includes Tag Cost.

An early bird discount of 50% is available for renewals paid on or before 31 July.

Entire Cats	R	Local Government Act 2009 Local Law 2	\$132.00	\$0.00	\$132.00
Entire Cats (Pensioner owned)	R	Local Government Act 2009 Local Law 2	\$121.00	\$0.00	\$121.00
Entire Cats with Microchip	R	Local Government Act 2009 Local Law 2	\$94.00	\$0.00	\$94.00
Entire Cats with Microchip (Pensioner owned)	R	Local Government Act 2009 Local Law 2	\$82.00	\$0.00	\$82.00

Approvals to keep Animals under Local Law

Additional approval is required to keep animals above the as of right entitlement (number of animals and size of allotment).

Application Fee (including cats and dogs)	R	Local Government Act 2009 Local Law 2	\$190.00	\$0.00	\$190.00
Applications to foster animals with an approved foster care organisation will incur no fee. Animals can be kept for a maximum period of two months.					
Transfer Fee	R	Local Government Act 2009 Local Law 2	\$190.00	\$0.00	\$190.00
Renewal Fee (including cats and dogs)	R	Local Government Act 2009 Local Law 2	\$190.00	\$0.00	\$190.00

Subsidised Desexing Program - Cats and Dogs

Owners Co-contribution	R	Local Government Act 2009 Local Law 2	\$27.27	\$2.73	\$30.00
Where approved in accordance with De-sexing Program Guidelines					

Miscellaneous Fees

All animals that are required to wear a Council issued registration tag.

Replacement Tag	R	Animal Management (Cats and Dogs) Act 2008 Local Law 2	\$9.00	\$0.00	\$9.00
Reinspection fees apply where additional inspections by Compliance Officers are required when written compliance timeframes are not met. Each hour or part thereof. Minimum charge of one hour.		Local Government Act 2009 s262(3)c	\$95.00	\$0.00	\$95.00

Name	Commercial or Regulatory Fee	Legislation	Year 23/24		
			Fee (excl. GST)	GST	Fee (incl. GST)

Impounded Animal Reclaim Fees

Reclaim fee is the Release fee and the Holding fee for the animal plus, if applicable, registration and microchipping.

Payable to Council to reclaim any impounded animal. All fees must be paid in full for animals to be released - instalment plans are not available.

All reclaimed cats and dogs must be registered and microchipped. If not already registered, applicable registration fee will also apply. Microchipping by Council's vet at cost.

Release Fee - Cats and Dogs - Part of Reclaim Fee

1st Release	R	Local Government Act 2009 Local Law 2	\$110.00	\$0.00	\$110.00
2nd and Subsequent Release	R	Local Government Act 2009 Local Law 2	\$215.00	\$0.00	\$215.00

Release Fee - excluding Cats and Dogs - Part of Reclaim Fee

Payable for any animal (other than dogs or cats) impounded or seized and temporarily held by Council, per head, for every animal so impounded or seized and temporarily held.

1st Release	R	Local Government Act 2009 Local Law 2	\$145.00	\$0.00	\$145.00
2nd and subsequent release	R	Local Government Act 2009 Local Law 2	\$330.00	\$0.00	\$330.00

Holding Fee - Part of Reclaim Fee

Holding Fee – payable in addition to the release fee for any animal impounded or held for each day or part thereof. Per animal, per day. Includes food, water, shelter (if applicable) and transport.

Cat	R	Local Government Act 2009 Local Law 2	\$23.00	\$0.00	\$23.00
Dog	R	Local Government Act 2009 Local Law 2	\$23.00	\$0.00	\$23.00
Horse	R	Local Government Act 2009 Local Law 2	\$40.00	\$0.00	\$40.00
Cattle	R	Local Government Act 2009 Local Law 2	\$40.00	\$0.00	\$40.00
Sheep	R	Local Government Act 2009 Local Law 2	\$29.00	\$0.00	\$29.00
Goat	R	Local Government Act 2009 Local Law 2	\$29.00	\$0.00	\$29.00
Swine	R	Local Government Act 2009 Local Law 2	\$38.00	\$0.00	\$38.00
Other Animal	R	Local Government Act 2009 Local Law 2	\$40.00	\$0.00	\$40.00

Driving Charges for Animals

Payable in respect to driving, leading and/or transporting any animal to the Pound or other place	R	Local Government Act 2009	At Cost		
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Cattle Tagging

Applies if NLIS tag is required (per animal)	R	Local Government Act 2009	At Cost		
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Name	Commercial or Regulatory Fee	Legislation	Year 23/24		
			Fee (excl. GST)	GST	Fee (incl. GST)

Vet Assistance

Vet assistance for any animal	R	Local Government Act 2009 Local Law 2			At Cost
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Sale of Impounded Animals

Animal holding fee for one day + registration fee + vet costs (microchip & desexing)	C	Local Government Act 2009 s97(2)c			At Cost
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Local Law Records - Register of Impounded Animals

Payable for each inspection of the Register of Impounded Animals	R	Local Government Act 2009 Local Law 2	\$18.00	\$0.00	\$18.00
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Certified Copy of Entry to Register of Impounded Animals

A copy certified under the hand of the Mayor, Chief Executive Officer	R	Local Government Act 2009 Local Law 2	\$32.00	\$0.00	\$32.00
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ESTABLISHMENT OR OCCUPATION OF TEMPORARY HOMES

Application for Approval

Standard Fee	R	Local Government Act 2009 Local Law 1	\$200.00	\$0.00	\$200.00
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OPERATION OF RENTAL ACCOMMODATION

New and Transfer Applications received from 1 April will be licensed until 30 June of the following year.

Rental Accommodation

Boarding Houses, Bed and Breakfast, Backpacker Accommodation and Others

New application = Application fee + Fee per bed

Application fee	R	Local Government Act 2009 Local Law 1	\$220.00	\$0.00	\$220.00
Fee per bed	R	Local Government Act 2009 Local Law 1	\$4.00	\$0.00	\$4.00
Additional fee for premises with non-potable water to cover water sample (microbiological only)	R	Local Government Act 2009 Local Law 1	\$98.00	\$0.00	\$98.00

Renewal

Renewal fee	R	Local Government Act 2009 Local Law 1	\$170.00	\$0.00	\$170.00
Accommodates up to 25 persons - Renewal fee only Accommodates over 25 persons - Renewal fee plus fee per bed					
Transfer Fee	R	Local Government Act 2009 Local Law 1	\$100.00	\$0.00	\$100.00
Additional fee for premises with non-potable water to cover water sample (microbiological only)	R	Local Government Act 2009 Local Law 1	\$98.00	\$0.00	\$98.00

Name	Commercial or Regulatory Fee	Legislation	Year 23/24		
			Fee (excl. GST)	GST	Fee (incl. GST)

OPERATION OF CAMPING GROUNDS

New and Transfer Applications received from 1 April will be licensed until 30 June of the following year.
The term "site" includes a tent, vehicle and the like, but would not include accommodation that falls under another category.

Application for new	R	Local Government Act 2009 Local Law 1	\$590.00	\$0.00	\$590.00
Renewal: up to 25 sites	R	Local Government Act 2009 Local Law 1	\$385.00	\$0.00	\$385.00
Renewal: more than 25 sites	R	Local Government Act 2009 Local Law 1	\$470.00	\$0.00	\$470.00
Transfer	R	Local Government Act 2009 Local Law 1	\$100.00	\$0.00	\$100.00
Additional fee for premises with non-potable water to cover water sample (microbiological only)	R	Local Government Act 2009 Local Law 1	\$98.00	\$0.00	\$98.00

OPERATION OF CARAVAN PARKS

New and Transfer Applications received from 1 April will be licensed until 30 June of the following year.
The term "site" includes caravan, tent, vehicle, cabins, villas and the like, but would not include accommodation that falls under another category.

Application for new	R	Local Government Act 2009 Local Law 1	\$590.00	\$0.00	\$590.00
Renewal: up to 25 sites	R	Local Government Act 2009 Local Law 1	\$385.00	\$0.00	\$385.00
Renewal: more than 25 sites	R	Local Government Act 2009 Local Law 1	\$470.00	\$0.00	\$470.00
Transfer	R	Local Government Act 2009 Local Law 1	\$100.00	\$0.00	\$100.00
Additional fee for premises with non-potable water to cover water sample (microbiological only)	R	Local Government Act 2009 Local Law 1	\$98.00	\$0.00	\$98.00

CARAVAN PARK FEES

Site and accommodation fees valid from 1 January each year for 12 months.

Burdekin Cascades Caravan Park

* Prices are per night and for 2 people unless otherwise stated

Permanent residents are those that reside at the caravan park for a continuous period of 28 days or more.

Villas*	C	Local Government Act 2009 s262(3)c	\$113.64	\$11.36	\$125.00
Cabins *	C	Local Government Act 2009 s262(3)c	\$109.09	\$10.91	\$120.00
Cabin - Pet Friendly *	C	Local Government Act 2009 s262(3)c	\$136.36	\$13.64	\$150.00
Each additional person (Villa, Cabins, Cabin - Pet Friendly)	C	Local Government Act 2009 s262(3)c	\$14.55	\$1.45	\$16.00
Powered site *	C	Local Government Act 2009 s262(3)c	\$32.73	\$3.27	\$36.00
Each additional person	C	Local Government Act 2009 s262(3)c	\$10.00	\$1.00	\$11.00
Unpowered caravan and tent site *	C	Local Government Act 2009 s262(3)c	\$23.64	\$2.36	\$26.00

Name	Commercial or Regulatory Fee	Legislation	Fee (excl. GST)	Year 23/24 GST	Fee (incl. GST)
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Burdekin Cascades Caravan Park [continued]

Each additional person	C	Local Government Act 2009 s262(3)c	\$8.18	\$0.82	\$9.00
Budget room *	C	Local Government Act 2009 s262(3)c	\$72.73	\$7.27	\$80.00
Budget Room - Single person	C	Local Government Act 2009 s262(3)c	\$56.36	\$5.64	\$62.00
Long term powered sites - Per week (Power paid separately) #	C	Local Government Act 2009 s262(3)c		\$162.00 (Includes \$8.45 Concessionary GST)	
Long term powered sites - Each Additional Person (per week) #	C	Local Government Act 2009 s262(3)c		\$50.00 (Includes \$2.60 Concessionary GST)	
Showers (non-residents only)	C	Local Government Act 2009 s262(3)c	\$2.73	\$0.27	\$3.00
Disposal at dump point (non-residents only)	C	Local Government Act 2009 s262(3)c	\$4.55	\$0.45	\$5.00
Laundry - Washing machine and dryer (per load) each	C	Local Government Act 2009 s262(3)c	\$3.63	\$0.36	\$4.00
Vehicle/caravan storage - location determined by Park Manager (and at the manager's discretion) (per week)	C	Local Government Act 2009 s262(3)c	\$12.73	\$1.27	\$14.00
Each Additional Vehicle/per week	C	Local Government Act 2009 s262(3)c	\$6.36	\$0.64	\$7.00
Visitor Vehicle/per day	C	Local Government Act 2009 s262(3)c	\$7.27	\$0.73	\$8.00

Note: Parking of 1 vehicle for each site/cabin/villa is included in the costs above.

Power is charged at cost.

Stay for 6 nights and get the 7th night free.

25% discount for bookings greater than 2 months - onsite accommodation.

Home Hill Caravan Park

* Prices are per night and for 2 people unless otherwise stated

Permanent residents are those that reside at the caravan park for a continuous period of 28 days or more

Cabins *	C	Local Government Act 2009 s262(3)c	\$104.55	\$10.45	\$115.00
Each additional person	C	Local Government Act 2009 s262(3)c	\$13.64	\$1.36	\$15.00
Powered site *	C	Local Government Act 2009 s262(3)c	\$32.73	\$3.27	\$36.00
Each additional person:	C	Local Government Act 2009 s262(3)c	\$10.00	\$1.00	\$11.00
Unpowered caravan and tent site *	C	Local Government Act 2009 s262(3)c	\$23.64	\$2.36	\$26.00
Each additional person:	C	Local Government Act 2009 s262(3)c	\$8.18	\$0.82	\$9.00
Long term powered sites - Per week (Power paid separately) #	C	Local Government Act 2009 s262(3)c		\$158.00 (Includes \$8.24 Concessionary GST)	
Long term powered sites - Each Additional Person (per week) #	C	Local Government Act 2009 s262(3)c		\$50.00 (Includes \$2.60 Concessionary GST)	
Disposal at dump point (non-residents only)	C	Local Government Act 2009 s262(3)c	\$4.55	\$0.45	\$5.00
Laundry - Washing machine and dryer (per load) each	C	Local Government Act 2009 s262(3)c	\$3.63	\$0.36	\$4.00

Name	Commercial or Regulatory Fee	Legislation	Year 23/24		
			Fee (excl. GST)	GST	Fee (incl. GST)

Home Hill Caravan Park [continued]

Each additional vehicle/per week	C	Local Government Act 2009 s262(3)c	\$4.55	\$0.45	\$5.00
Visitors vehicles/per day	C	Local Government Act 2009 s262(3)c	\$6.36	\$0.64	\$7.00

Note: Parking of 1 vehicle for each site/cabin/villa is included in the costs above.
Power is charged at cost.
Stay for 6 nights and get the 7th night free.
25% discount for bookings greater than 2 months.

POOL FEES

Ayr and Home Hill Pools

Child - up to 15 years of age	C	Local Government Act 2009 s262(3)c	\$2.27	\$0.23	\$2.50
Adult	C	Local Government Act 2009 s262(3)c	\$3.18	\$0.32	\$3.50
Senior - 65+ years or holds a Seniors Card	C	Local Government Act 2009 s262(3)c	\$2.27	\$0.23	\$2.50
Child Session Pass (10 entries to pool)	C	Local Government Act 2009 s262(3)c	\$18.18	\$1.82	\$20.00
Adult Session Pass (10 entries to pool)	C	Local Government Act 2009 s262(3)c	\$27.27	\$2.73	\$30.00
Senior Session Pass (10 entries to pool)	C	Local Government Act 2009 s262(3)c	\$18.18	\$1.82	\$20.00
Child Season pass (Summer - Sep to Apr)	C	Local Government Act 2009 s262(3)c	\$181.82	\$18.18	\$200.00
Adult Season pass (Summer - Sep to Apr)	C	Local Government Act 2009 s262(3)c	\$272.73	\$27.27	\$300.00
Senior Season Pass (Summer - Sep to Apr)		Local Government Act 2009 s262(3)c	\$181.82	\$18.18	\$200.00
Child Season pass (Winter - May to Aug)	C	Local Government Act 2009 s262(3)c	\$113.64	\$11.36	\$125.00
Adult Season pass (Winter - May to Aug)	C	Local Government Act 2009 s262(3)c	\$136.36	\$13.64	\$150.00
Senior Season Pass (Winter - May to Aug)	C	Local Government Act 2009 s262(3)c	\$113.64	\$11.36	\$125.00
Child Annual Pass (Home Hill Pool only)	C	Local Government Act 2009 s262(3)c	\$272.73	\$27.27	\$300.00
Adult Annual Pass (Home Hill Pool only)	C	Local Government Act 2009 s262(3)c	\$363.64	\$36.36	\$400.00
Senior Annual Pass (Home Hill Pool only)	C	Local Government Act 2009 s262(3)c	\$272.73	\$27.27	\$300.00
Pool Hire: Schools (per hour)	C	Local Government Act 2009 s262(3)c	\$54.55	\$5.45	\$60.00
Spectators	C	Local Government Act 2009 s262(3)c			Free

FOOD BUSINESS LICENCE

New and Transfer Applications received from 1 April will be licensed until 30 June of the following year.

Name	Commercial or Regulatory Fee	Legislation	Year 23/24		
			Fee (excl. GST)	GST	Fee (incl. GST)

Food Business Licence

Fees based around risk model identified by Food Standards Australia New Zealand

Mobile food businesses will only be licensed if the applicant's driving licence is issued to a Burdekin Shire address and the mobile food business is based in the Burdekin.

Plans are to be submitted for approval and approved prior to work occurring. Between seven and thirty days prior to opening the applicant is to submit the Food Business Licence Application form and pay the relevant renewal fee.

New application fees equal Application for New Premises plus Annual Licence.

Application for New Premises (plan approval, change of ownership, alterations to existing licensed premises)	R	Food Act 2006 Part2 s49	\$183.00	\$0.00	\$183.00
Application for restoration of Food Business Licence (in addition to renewal fee)	R	Food Act 2006 Part2 s49	\$44.00	\$0.00	\$44.00
Application for amendment of Food Business Licence	R	Food Act 2006 Part2 s49	\$100.00	\$0.00	\$100.00
Application for approval and/or accreditation of Food Safety Programme. Per hour. (Minimum charge = 2 hours).	R	Food Act 2006 Part2 s49	\$134.00	\$0.00	\$134.00

Annual Food Business Licence (New and Renewal)

High Risk e.g. Nursing homes, child care centres, caterers	R	Food Act 2006 Part2 s49	\$365.00	\$0.00	\$365.00
Medium Risk e.g. takeaway, café, restaurant, bakery	R	Food Act 2006 Part2 s49	\$255.00	\$0.00	\$255.00
Low Risk e.g. sweets, biscuits, fruits and vegetables	R	Food Act 2006 Part2 s49	\$180.00	\$0.00	\$180.00
Additional fee for premises with non-potable water to cover water sample (microbiological only)	R	Food Act 2006 Part2 s49	\$98.00	\$0.00	\$98.00

Temporary Food Stall

Application for Temporary Food Stall Licence - Per Event	R	Food Act 2006 Part2 s49	\$49.00	\$0.00	\$49.00
Application for Annual Temporary Food Stall Licence	R	Food Act 2006 Part2 s49	\$111.00	\$0.00	\$111.00

Community Service Providers (Charitable or Non Profit)

A charitable organisation is defined as an organisation officially recognised as devoted to the assistance of those in need.

A non-profit organisation is defined as an organisation where all revenue raised goes directly towards advancing a relevant public purpose; that no individual makes a personal profit out of the operations; that no remuneration is made to any individual, member or employee of the organisation; relies on volunteers; and does not receive significant government funding for its operations.

The processing of these approvals is seen by Council as a community service. No application fee shall apply.	R	Food Act 2006 Part2 s49			Nil
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Renewal Fee for the next financial year

High Risk e.g. Nursing homes, child care centres, caterers	R	Food Act 2006 Part2 s49	\$376.00	\$0.00	\$376.00
Medium Risk e.g. takeaway, café, restaurant, bakery	R	Food Act 2006 Part2 s49	\$263.00	\$0.00	\$263.00
Low Risk e.g. sweets, biscuits, fruits and vegetables	R	Food Act 2006 Part2 s49	\$185.00	\$0.00	\$185.00

Name	Commercial or Regulatory Fee	Legislation	Year 23/24		
			Fee (excl. GST)	GST	Fee (incl. GST)

Renewal Fee for the next financial year [continued]

Additional fee for premises with non-potable water to cover water sample (microbiological only)	R	Food Act 2006 Part2 s49	\$100.00	\$0.00	\$100.00
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PERSONAL APPEARANCE SERVICES

New and Transfer Applications received from 1 April will be licensed until 30 June of the following year.

Higher Risk Premises

New application fees equal Application for New Premises plus Annual Licence.

Application for New Premises	R	Public Health (ICPAS) Act 2003 s30 & 58	\$185.00	\$0.00	\$185.00
Annual Licence and/or Renewal	R	Public Health (ICPAS) Act 2003 s30 & 58	\$380.00	\$0.00	\$380.00
Transfer of Licence	R	Public Health (ICPAS) Act 2003 s30 & 58	\$100.00	\$0.00	\$100.00
Inspection Fee per Hour	R	Public Health (ICPAS) Act 2003 S105	\$134.00	\$0.00	\$134.00

Renewal Fee for the next financial year

Renewal of Annual Licence	R	Public Health (ICPAS) Act 2003 s30 & 58	\$391.00	\$0.00	\$391.00
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ENVIRONMENTALLY RELEVANT ACTIVITIES

New and Transfer Applications received from 1 April will be licensed until 30 June of the following year.

The following fees apply to the specific Environmentally Relevant Activities listed in this section.

New application Environmentally Relevant Activity (+ annual registration fee)	R	Environmental Protection Act 1994 s514	\$380.00	\$0.00	\$380.00
Late fee (+ annual registration fee)	R	Environmental Protection Act 1994 s514	\$145.00	\$0.00	\$145.00
Transfer of Environmentally Relevant Authority	R	Environmental Protection Act 1994 s514	\$100.00	\$0.00	\$100.00

Prescribed Annual Registration Fees

* AES is the aggregate environmental score as determined by the Environmental Protection Agency. This figure multiplied by a dollar amount determines the annual fee for the activity. An activity with an AES of 0 has a set fee determined by Council. The current dollar amount is \$60.00.

Chemical, Coal and Petroleum Products Activities

ERA 6 Asphalt Manufacturing (a) 1,000t or more per year (AES=32)	R	Environmental Protection Act 1994 s514	\$1,920.00	\$0.00	\$1,920.00
ERA 12 Plastic product manufacturing 1. Manufacturing in a year, a total of 50t or more of plastic product, other than a plastic product mentioned in item 2 (AES=28)	R	Environmental Protection Act 1994 s514	\$1,680.00	\$0.00	\$1,680.00

Name	Commercial or Regulatory Fee	Legislation	Year 23/24		
			Fee (excl. GST)	GST	Fee (incl. GST)

Chemical, Coal and Petroleum Products Activities [continued]

ERA 12 Plastic product manufacturing 2. Manufacturing in a year, a total of 5t or more of foam, composite plastics, or rigid fibre-reinforced plastics (AES=54)	R	Environmental Protection Act 1994 s514	\$3,240.00	\$0.00	\$3,240.00
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Fabricated Metal Product Activities

ERA 19 – Metal Forming (AES=0) - hot forming a total of 10,000t or more in a year	R	Environmental Protection Act 1994 s514	\$315.00	\$0.00	\$315.00
ERA 20 Metal Recovery 1. recovering less than 100t of metal in a day (AES=0)	R	Environmental Protection Act 1994 s514	\$315.00	\$0.00	\$315.00
ERA 20 – Metal Recovery					
ERA 20 Metal Recovery 2. recovering 100t or more of metal in a day, or 10,000t or more of metal in a year: (a) without using a fragmentiser (AES=19)	R	Environmental Protection Act 1994 s514	\$1,140.00	\$0.00	\$1,140.00

Miscellaneous Activities

ERA 38 - Surface Coating 1. Anodising, electroplating, enamelling or galvanising using in a year 1t to 100t of materials (AES=10)	R	Environmental Protection Act 1994 s514	\$600.00	\$0.00	\$600.00
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Transport and Maritime Services

ERA 49 – Boat maintenance or repair (AES=17) [when carried out at a boat repair facility]	R	Environmental Protection Act 1994 s514	\$1,020.00	\$0.00	\$1,020.00
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Waste Management

ERA 61 Waste incineration and thermal treatment incinerating waste vegetation, clean paper or cardboard (AES=0)	R	Environmental Protection Act 1994 s514	\$315.00	\$0.00	\$315.00
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Renewal Fee for the next financial year

Activities with an AES=0.	R	Environmental Protection Act 1994 s514	\$325.00	\$0.00	\$325.00
Activities with an AES greater than 0 - fees as per calculation (based on \$60 rate)	R	Environmental Protection Act 1994 s514			

COMMERCIAL USE OF LOCAL GOVERNMENT CONTROLLED AREAS OR ROADS

New and Transfer Applications received from 1 April will be licensed until 30 June of the following year.

Footpath Dining, Goods on Footpath, Roadside Vending - Site Rental Fee also applies

New application fee (+ site fee)	R	Local Government Act 2009 Local Law 1	\$201.00	\$0.00	\$201.00
Transfer fee	R	Local Government Act 2009 Local Law 1	\$98.00	\$0.00	\$98.00

Name	Commercial or Regulatory Fee	Legislation	Year 23/24		
			Fee (excl. GST)	GST	Fee (incl. GST)

Footpath Dining, Goods on Footpath, Roadside Vending - Site Rental Fee also applies [continued]

Renewal fee (+ site fee)	R	Local Government Act 2009 Local Law 1	\$137.00	\$0.00	\$137.00
Application fee for daily use (+ site fee)	R	Local Government Act 2009 Local Law 1	\$110.00	\$0.00	\$110.00
Site fee per m2 or part thereof	R	Local Government Act 2009 Local Law 1	\$12.00	\$0.00	\$12.00

Access Ramps into Commercial Premises

Access ramps into commercial premises that are positioned wholly or partly on Council area or road. (Application form and copy of public liability insurance to be provided.)	R	Local Government Act 2009 Local Law 1			Nil
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INSTALLATION OF ADVERTISING DEVICES

New and Transfer Applications received from 1 April will be licensed until 30 June of the following year.

Mobile A Frame

If a fee is paid for an approval for commercial use of local government controlled areas or roads, no further fee is required for an A frame sign.

New Application fee	R	Local Government Act 2009 Local Law 1	\$201.00	\$0.00	\$201.00
Transfer Fee	R	Local Government Act 2009 Local Law 1	\$98.00	\$0.00	\$98.00
Renewal Fee	R	Local Government Act 2009 Local Law 1	\$137.00	\$0.00	\$137.00

Fixed/Long Term

Billboards and Hoarding/Roof/Inflatable signs.

New Application fee	R	Local Government Act 2009 Local Law 1	\$330.00	\$0.00	\$330.00
Transfer Fee	R	Local Government Act 2009 Local Law 1	\$100.00	\$0.00	\$100.00
Renewal Fee	R	Local Government Act 2009 Local Law 1	\$232.00	\$0.00	\$232.00

Community Service Providers (Charitable and Non Profit)

A charitable organisation is defined as an organisation officially recognised as devoted to the assistance of those in need. A non-profit organisation is defined as an organisation where all revenue raised goes directly towards advancing a relevant public purpose; that no individual makes a personal profit out of the operations; that no remuneration is made to any individual, member or employee of the organisation; relies on volunteers; and does not receive significant government funding for its operations.

The processing of these approvals is seen by council as a community service. No application fee or licence fee shall apply. Application still to be made.	C				Nil
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Name	Commercial or Regulatory Fee	Legislation	Year 23/24		
			Fee (excl. GST)	GST	Fee (incl. GST)

HEALTH & ENVIRONMENTAL SECTION

Search and Inspection Fees (for sale of Council licensed/approved premises only)

Applicants are to allow at least ten business days for a written response to the search.

Based on a minimum charge and each time after that charged at an hourly rate.

Health record enquiry (No inspection)	C	Local Government Act 2009 s262(3)c	\$118.00	\$0.00	\$118.00
Health Search - Inspection (Single License/ Approval on property)	C	Local Government Act 2009 s262(3)c	\$283.00	\$0.00	\$283.00
Health Search - Inspection (Multiple Licenses/ Approvals on property)	C	Local Government Act 2009 s262(3)c	\$433.00	\$0.00	\$433.00
Reinspection prior to settlement each hour or part thereof. Minimum charge of one hour.	C	Local Government Act 2009 s262(3)c	\$134.00	\$0.00	\$134.00

Inspection Fee – Health and Environment

Reinspection fee applies where additional inspections are required when compliance timeframes are not met. Each hour or part thereof. Minimum charge of one hour.	C	Local Government Act 2009 s262(3)c	\$134.00	\$0.00	\$134.00
Inspection of premises or place by officer at the request of a relevant person or prelodgement assessment of application (e.g. assessment of a proposed food premises etc.). Each hour or part thereof. Minimum charge of one hour.	C	Local Government Act 2009 s262(3)c	\$134.00	\$0.00	\$134.00

Remediation of private property following compliance notice

Administration fee for inspection and processing (including overgrown allotment, cyclone hazards and the like) after failure to comply with a remedial notice (plus the cost of undertaking the work)	R	Local Government Act 2009 s262(3)c	\$255.00	\$0.00	\$255.00
Remediation Work	R	Local Government Act 2009 s262(3)c			At Cost

Seizure and impounding of goods on Council area or roads

Administration fee for the inspection, the impounding and the holding of goods left on Council controlled area or road (plus the cost of undertaking the work)	R	Local Government Act 2009 s262(3)c	\$255.00	\$0.00	\$255.00
Undertaking the work	C	Local Government Act 2009 s262(3)c			At Cost

Release of Abandoned Vehicle

Administration fee for release of abandoned vehicle to registered owner	R	Local Government Act 2009 s262(3)c	\$120.00	\$0.00	\$120.00
Costs of impounding abandoned vehicle	C	Transport Operations (Road Use Management) Act 1995 s100 & s97(2) (d)LGA2009			At Cost

Name	Commercial or Regulatory Fee	Legislation	Year 23/24		
			Fee (excl. GST)	GST	Fee (incl. GST)

BOUNTY FOR DESTRUCTION OF PESTS

Dingoes (including wild dogs) and Foxes

Bounty for every dingo and fox pelt presented (count verified by Council officers)	C	Local Government Act 2009 s262(3)c	\$30.00	\$3.00	\$33.00
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MISCELLANEOUS FEES AND CHARGES

Approved Inspection Programmes

Copy of an Approved Inspection Programme	R	Local Government Act 2009 s97(2)c	\$2.00	\$0.00	\$2.00
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Annual Rental of Council Paddocks

Paddocks < 10 hectares	C	Local Government Act 2009 s262(3)c	\$84 admin fee + \$170/ha		
Paddocks > 10 hectares	C	Local Government Act 2009 s262(3)c	\$84 admin fee + \$89.00/ha		

Agistment Fees

Horses grazing - per head per week	C	Local Government Act 2009 s262(3)c	\$11.82	\$1.18	\$13.00
Mare with a foal grazing	C	Local Government Act 2009 s262(3)c	\$17.27	\$1.73	\$19.00

Quikspray Unit

Hire of Quikspray Unit	C	Local Government Act 2009 s262(3)c	\$32.73	\$3.27	\$36.00
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WATER SAMPLING

Testing of drinking water only.

Collection of first water sample from private supplies - micro and chemical - external test	C	Local Government Act 2009 s262(3)c	\$388.18	\$38.82	\$427.00
Collection of additional water samples at the same time from private supplies - per sample - micro and chemical - external test	C	Local Government Act 2009 s262(3)c	\$165.45	\$16.55	\$182.00
Testing non-potable drinking water sample for licensed premises and private supplies - micro only (not part of normal inspection activity)	C	Local Government Act 2009 s262(3)c	\$165.00	\$0.00	\$165.00

CARRYING OUT WORKS ON A ROAD OR INTERFERING WITH A ROAD OR ITS OPERATION

Application Fee	R	Local Government Act 2009 Local Law 1.15	POA		
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PERMIT TO OPEN A ROAD

Where the Manager of Technical Services grants a permit to any person to open or break the surface of any part of any road, or to dig or to remove any turf, sand, clay or soil or other material from any part of any road for any lawful purpose.

Name	Commercial or Regulatory Fee	Legislation	Year 23/24		
			Fee (excl. GST)	GST	Fee (incl. GST)

PERMIT TO OPEN A ROAD [continued]

Application Fee - Administration/Record	R	Local Government Act 2009 LL No. 12 S9,10,11&12	\$105.00	\$0.00	\$105.00
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Bitumen Reinstate Charge

Standard trench deposit	R	Local Government Act 2009 s262(3)c	\$710.00	\$0.00	\$710.00
Reinstatement based on actual cost recovery	R	Local Government Act 2009 s262(3)c	Cost plus 15%		

Permit to close and barricade a footpath

Standard fee to administer	R	Local Government Act 2009 LL No. 12 S9,10,11&12	\$94.00	\$0.00	\$94.00
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Permit to install infrastructure above ground level in the road reserve

Initial fee and recurring annual fee (Initial fee includes assessment of proposal and inspection. Recurring annual fee includes annual inspection of infrastructure.)	R	Local Government Act 2009 LL No. 12 S9,10,11&12	\$139.00	\$0.00	\$139.00
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CROSSOVERS

A standard fee per sq. metre shall be charged for the construction of domestic concrete driveways on a private works basis, with such construction only being carried out when constructing adjacent kerb and channel.	C	Local Government Act 2009 s262(3)c	\$169.09	\$16.91	\$186.00
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Property Access Charge

First access (approval/inspection) provided by Council	R	Local Government Act 2009 LL No. 12 S9,10,11&12	Nil		
Second and subsequent fee for approval/inspection	R	Local Government Act 2009 LL No. 12 S9,10,11&12	\$174.00	\$0.00	\$174.00

Business Premises

The applicant shall be responsible for the full cost involved for installation of a crossover to premises used for business purposes.	C	Local Government Act 2009 s262(3)c	Nil charge		
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LICENSED GATES

Council at its meeting held on 15th May, 1992 resolved that no license fees are to be paid by relevant landholders, however landholders shall be responsible for maintenance of the grids on public roads through their properties.

STAGING AND SCAFFOLDING

Issue of a permit to erect staging and/or scaffolding on a road or footpath.	R	Local Government Act 2009 LL No. 12 S9,10,11&12	\$82.50	\$0.00	\$82.50
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Name	Commercial or Regulatory Fee	Legislation	Year 23/24		
			Fee (excl. GST)	GST	Fee (incl. GST)

APPLICATION FOR CURRENT ROUTE SPECIFIC PERMIT

L06 (A) Restricted to Designated Route

Conditionally Registered Vehicle

Permit Fee	R	Local Government Act 2009 s262(3)c	\$82.50	\$0.00	\$82.50
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GRADER BLADES

Used grader blade cutting edges each (minimum purchase of 4)	C	Local Government Act 2009 s262(3)c	\$8.64	\$0.86	\$9.50
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SECOND HAND TYRES

Used truck tyres and grader tyres are sold based on percentage of wear at the discretion of the Workshop Foreman.	C	Local Government Act 2009 s262(3)c			POA
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SECOND HAND CULVERTS AND PIPES

Per Tonne (includes loading by Council)	C	Local Government Act 2009 s262(3)c	\$268.18	\$26.82	\$295.00
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INVENTORY CULVERTS

Each Culvert	C	Local Government Act 2009 s262(3)c			Cost Price
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USED 205 LITRE CHEMICAL DRUMS (SEWAGE TREATMENT PLANT)

Each (triple rinsed)	C	Local Government Act 2009 s262(3)c	\$22.73	\$2.27	\$25.00
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BUILDING APPLICATION FEES/DEVELOPMENT ASSESSMENT FEES

Lodgement fee per application (in addition to individual fees listed below)	R	Local Government Act 2009 s262(3)c	\$112.00	\$0.00	\$112.00
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Residential (PLUS Lodgement Fee)

Class 1a

Single Dwelling (Detached) - TIMBER/STEEL (New)	C	Local Government Act 2009 s262(3)c	\$1,200 + \$1.00/m ² Including GST		
Single Dwelling (Detached) - BLOCK (New)	C	Local Government Act 2009 s262(3)c	\$1,400 + \$1.00/m ² Including GST		
Attached - Row House, Terrace House, Town House or Villa - TIMBER/STEEL (New) - includes fire wall inspection (Note: price per individual dwelling)	C	Local Government Act 2009 s262(3)c	\$1,400 + \$1.00/m ² Including GST		
Attached - Row House, Terrace House, Town House or Villa - BLOCK (New) - includes fire wall inspection (Note: price per individual dwelling)	C	Local Government Act 2009 s262(3)c	\$1,600 + \$1.00/m ² Including GST		
Erect Relocated Dwelling - TIMBER/STEEL	C	Local Government Act 2009 s262(3)c	POA		
Demountable Building, i.e. Transportable	C	Local Government Act 2009 s262(3)c	\$1,000 + \$1.00/m ² Including GST		

Name	Commercial or Regulatory Fee	Legislation	Year 23/24		
			Fee (excl. GST)	GST	Fee (incl. GST)

Class 1b

Boarding House, Guest House or Hostel (floor area less than 300m ² & usually less than 12 people) - BLOCK, includes fire wall inspection (New). If TIMBER/STEEL - charge 1 less inspection	C	Local Government Act 2009 s262(3)c	\$1,600 + \$1.00/m ² <i>Including GST</i>		
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Class 1a & 1b

Alterations/Major Additions	C	Local Government Act 2009 s262(3)c	POA		
ENCLOSED Deck/Verandah/Patio Addition; Enclose under dwelling (non-habitable only) - TIMBER/STEEL (if BLOCK add 1 more inspection)	C	Local Government Act 2009 s262(3)c	\$700 + \$1.00/m ² <i>Including GST</i>		

Class 10a

OPEN Deck/Verandah/Patio Addition - TIMBER/STEEL (if BLOCK add 1 more inspection)	C	Local Government Act 2009 s262(3)c	\$700 + \$1.00/m ² <i>Including GST</i>		
Amenities Block/Farm Shed (Max. 3 Vehicles Stored Only, Otherwise 7b - TIMBER/STEEL)	C	Local Government Act 2009 s262(3)c	\$700 + \$1.00/m ² <i>Including GST</i>		
Amenities Block/Farm Shed (Max. 3 Vehicles Stored Only, Otherwise 7b - BLOCK)	C	Local Government Act 2009 s262(3)c	\$900 + \$1.00/m ² <i>Including GST</i>		
Private Garage/Carport/Shed/Demountable - TIMBER/STEEL	C	Local Government Act 2009 s262(3)c	\$500 + \$1.00/m ² <i>Including GST</i>		
Private Garage/Carport/Shed - BLOCK	C	Local Government Act 2009 s262(3)c	\$900 + \$1.00/m ² <i>Including GST</i>		
Lawnlocker (Max. 12m ²) - TIMBER/STEEL	C	Local Government Act 2009 s262(3)c	\$400 + \$1.00/m ² <i>Including GST</i>		

Class 10b

Access Ramp - Disabled	C	Local Government Act 2009 s262(3)c	\$363.64	\$36.36	\$400.00
Fence - TIMBER/STEEL	C	Local Government Act 2009 s262(3)c	\$363.64	\$36.36	\$400.00
Fence/Retaining Wall - BLOCK	C	Local Government Act 2009 s262(3)c	\$727.27	\$72.73	\$800.00
Signs/Masts/Antennae/Silo - TIMBER/STEEL	C	Local Government Act 2009 s262(3)c	\$545.45	\$54.55	\$600.00
Swimming Pool - Aboveground	C	Local Government Act 2009 s262(3)c	\$454.55	\$45.45	\$500.00
Swimming Pool - Fibreglass	C	Local Government Act 2009 s262(3)c	\$636.36	\$63.64	\$700.00
Swimming Pool - Concrete	C	Local Government Act 2009 s262(3)c	\$818.18	\$81.82	\$900.00
Replacement Pool Fence for Existing Swimming Pool/Spa	C	Local Government Act 2009 s262(3)c	\$363.64	\$36.36	\$400.00
Decommissioning/Removal of Swimming Pool/Spa	C	Local Government Act 2009 s262(3)c	\$181.82	\$18.18	\$200.00

Name	Commercial or Regulatory Fee	Legislation	Year 23/24	
			Fee (excl. GST)	Fee (incl. GST)

Commercial (PLUS Lodgement Fee)

Class 2

Building Containing 2 or More Sole Occupancy Units Each Being a Separate Dwelling, typically being apartment buildings or individual dwellings with common space, e.g. carport (owner/leased/tenanted) - BLOCK (includes fire wall inspection). If TIMBER/STEEL - charge 1 less inspection	C	Local Government Act 2009 s262(3)c	\$1,600 + \$1.00/m ² <i>Including GST</i>
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Class 3

Residential Building (Not Class 1 or 2), i.e. Boarding House, Guest House, Hostel, Dormitory Accommodation/Worker's Quarters (Long-term or Transient Living) - BLOCK (includes firewall inspection). If TIMBER/STEEL - charge 1 less inspection	C	Local Government Act 2009 s262(3)c	\$1,600 + \$1.00/m ² <i>Including GST</i>
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Class 4

Dwelling/Residence Contained within a Class 5-9 Building - BLOCK (includes fire wall inspection). If TIMBER/STEEL - charge 1 less inspection	C	Local Government Act 2009 s262(3)c	\$1,600 + \$1.00/m ² <i>Including GST</i>
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Class 5

Office Building (professional or commercial purposes, e.g. lawyer, accountant, medical practitioner, government agency, etc.) - BLOCK. If TIMBER/STEEL - charge 1 less inspection	C	Local Government Act 2009 s262(3)c	\$1,400 + \$2.00/m ² <i>Including GST</i>
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Class 6

Shop, Restaurant, Café, Hairdresser, Laundry, Service Station, etc - BLOCK. If TIMBER/STEEL - charge 1 less inspection	C	Local Government Act 2009 s262(3)c	\$1,400 + \$2.00/m ² <i>Including GST</i>
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Class 7a

Farm Building Capable of Housing >3 Farm Vehicles - TIMBER/STEEL	C	Local Government Act 2009 s262(3)c	\$900 + \$2.00/m ² <i>Including GST</i>
Farm Building Capable of Housing >3 Farm Vehicles - BLOCK	C	Local Government Act 2009 s262(3)c	\$1,100 + \$2.00/m ² <i>Including GST</i>
Car Park Building	C	Local Government Act 2009 s262(3)c	POA

Class 7b

Warehouse, Storage Building (Display of Goods (or Produce) for Wholesale) - TIMBER/STEEL	C	Local Government Act 2009 s262(3)c	\$900 + \$2.00/m ² <i>Including GST</i>
Warehouse, Storage Building (Display of Goods (or Produce) for Wholesale) - BLOCK	C	Local Government Act 2009 s262(3)c	\$1,100 + \$2.00/m ² <i>Including GST</i>

Class 8

Factory, Workshop, Packing Shed, Laboratory - TIMBER/STEEL	C	Local Government Act 2009 s262(3)c	\$1,200 + \$2.00/m ² <i>Including GST</i>
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Name	Commercial or Regulatory Fee	Legislation	Year 23/24		
			Fee (excl. GST)	GST	Fee (incl. GST)

Class 8 [continued]

Factory, Workshop, Packing Shed, Laboratory - BLOCK	C	Local Government Act 2009 s262(3)c	\$1,400 + \$2.00/m ² <i>Including GST</i>		
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Class 9a

Health Care Building, e.g. Hospitals - BLOCK. If TIMBER/STEEL - charge 1 less inspection	C	Local Government Act 2009 s262(3)c	\$1,600 + \$2.00/m ² <i>Including GST</i>		
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Class 9b

Assembly Building, e.g. School/University/Child Care Centre, Sporting Centre - TIMBER/STEEL	C	Local Government Act 2009 s262(3)c	\$1,200 + \$2.00/m ² <i>Including GST</i>		
Assembly Building, e.g. School/University/Child Care Centre, Sporting Centre - BLOCK	C	Local Government Act 2009 s262(3)c	\$1,400 + \$2.00/m ² <i>Including GST</i>		

Class 9c

Aged Care Building - BLOCK. If TIMBER/STEEL - charge 1 less inspection	C	Local Government Act 2009 s262(3)c	\$1,600 + \$2.00/m ² <i>Including GST</i>		
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Class 2 - 9

Demountable Building (i.e. Transportable)	C	Local Government Act 2009 s262(3)c	POA		
Additions/Alterations (Commercial)	C	Local Government Act 2009 s262(3)c	POA		

Special Structure (PLUS Lodgement Fee)

Special Structure, e.g. Freestanding Solar Structures including Solar Farm, Freestanding Structure, Panels, etc.	C	Local Government Act 2009 s262(3)c	POA		
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All Classes (PLUS Lodgement Fee)

Reroof/Restump Building	C	Local Government Act 2009 s262(3)c	\$545.45	\$54.55	\$600.00
Demolition/Removal of Building	C	Local Government Act 2009 s262(3)c	\$363.64	\$36.36	\$400.00
Change of Classification of Building	C	Local Government Act 2009 s262(3)c	POA		

All Classes (NO Lodgement Fee)

Siting Relaxation/Site Coverage (Referral Agency Response)	C	Local Government Act 2009 s262(3)c	\$272.73	\$27.27	\$300.00
Request to Extend Relevant Period for an Approval (Building Works Only)	C	Local Government Act 2009 s262(3)c	\$101.82	\$10.18	\$112.00
Change to Building Approval (MINOR), e.g. Change of Builder, Amendment of Plans (Maximum 3 Pages)	C	Local Government Act 2009 s262(3)c	\$181.82	\$18.18	\$200.00
Change to Building Approval (MAJOR), e.g. Amendment of Plans (>3 Pages), Change to Description of works	C	Local Government Act 2009 s262(3)c	\$272.73	\$27.27	\$300.00
Additional Inspections (7:00am - 4:00pm Monday-Friday, Excluding Public Holidays) - Per Inspection, Minimum Rate - 1 Hour	C	Local Government Act 2009 s262(3)c	\$181.82	\$18.18	\$200.00

Name	Commercial or Regulatory Fee	Legislation	Year 23/24		
			Fee (excl. GST)	GST	Fee (incl. GST)

All Classes (NO Lodgement Fee) [continued]

Building Inspections Outside Normal Working Hours (As Above) - Per Inspection, Minimum Rate - 2 Hours	C	Local Government Act 2009 s262(3)c	\$363.64	\$36.36	\$400.00
Each Additional Hour or Part Thereof	C	Local Government Act 2009 s262(3)c	\$272.73	\$27.27	\$300.00
Request for Copy of Certificate of Classification/ Occupancy Previously Issued	C	Local Government Act 2009 s262(3)c	\$52.73	\$5.27	\$58.00
Request for Issue of New Certificate of Occupancy ** floor plan to be provided	C	Local Government Act 2009 s262(3)c	\$454.55	\$45.45	\$500.00
Disengagement of Privately Certified Approval (No Assessment, Inspections Only)	C	Local Government Act 2009 s262(3)c			POA
Q100 1% AEP Flood Certificate - Floor Heights for Habitable Rooms Policy	C	Local Government Act 2009 s262(3)c	\$101.82	\$10.18	\$112.00

Swimming Pool Inspections and Pool Safety Certificates

Swimming Pool Inspection or Re-Inspection	C	Local Government Act 2009 s262(3)c	\$181.82	\$18.18	\$200.00
Swimming Pool Safety Certificate	C	State Govt Fee	Current Adopted State Fee		

Request for Supply of Building/Plumbing Records

Per Application	C	Local Government Act 2009 s262(3)c			\$58.00 (minimum charge*)
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* photocopy charges apply for hard copies

** electronic file sent via email/We Transfer or hard copy supplied

*** if applicant is not the registered owner, proof of ownership will be required, i.e. letter/email from registered owner, or a copy of the signed Contract of Sale

Request to build over or near relevant Infrastructure

Fee to process application	R	Water Supply Safety & Reliability Act 2008	\$173.00	\$0.00	\$173.00
Post Construction CCTV Inspection of Sewer (required under Council Policy)	C	Water Supply Safety & Reliability Act 2009	\$473.00	\$0.00	\$473.00

PLUMBING & SANITARY DRAINAGE FEES

Compliance Permit

Lodgement Fee	R	Plumbing and Drainage Regulation 2019 s44 (1)(iv)	\$112.00	\$0.00	\$112.00
Assessment Fee - per fixture and/or septic connection point	R	Plumbing and Drainage Regulation 2019 s44 (1)(iv)	\$112.00	\$0.00	\$112.00

Testable Backflow Prevention Device

Annual registration of testable backflow prevention device	R	Plumbing and Drainage Regulation 2019 s44 (1)(iv)	\$66.00	\$0.00	\$66.00
Late fee for overdue test report	R	Plumbing and Drainage Regulation 2019 s44 (1)(iv)	\$66.00	\$0.00	\$66.00

Name	Commercial or Regulatory Fee	Legislation	Year 23/24		
			Fee (excl. GST)	GST	Fee (incl. GST)

Testable Backflow Prevention Device [continued]

Testing/repair or replacement of device (per hour, plus material costs)	C	Plumbing and Drainage Regulation 2019 s44 (1)(iv)	\$273.00	\$0.00	\$273.00
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Septic Installations/On-site Treatment Plants

Registration of on-site treatment plant - per year	R	Plumbing and Drainage Regulation 2019 s44 (1)(iv)	\$81.00	\$0.00	\$81.00
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Inspection/Amendment & Other Charges

Change of Plumber	C	Plumbing and Drainage Regulation 2019 s44 (1)(iv)	\$112.00	\$0.00	\$112.00
Change to Approval (Minor) e.g. Change of Plans <3 pages	C	Plumbing and Drainage Regulation 2019 s44 (1)(iv)	\$200.00	\$0.00	\$200.00
Change to Approval (Major) e.g. Change to Description of Works, Plans >3 Pages	C	Plumbing and Drainage Regulation 2019 s44 (1)(iv)	\$300.00	\$0.00	\$300.00
Inspections requested outside normal office hours (normal working hours = 7:00am - 4:00pm Monday-Friday, excluding public holidays) Minimum 2 hour callout.	C	Local Government Act 2009 s262(3)c	\$400.00 Each Additional hour or part thereof \$300		
Additional inspections - during working hours (7:00am - 4:00pm Monday-Friday, excluding public holidays) - Per Inspection/Minimum fee = 1 hour	C	Local Government Act 2009 s262(3)c	\$200.00	\$0.00	\$200.00
Request to extend Plumbing Application	C	Local Government Act 2009 s262(3)c	\$112.00	\$0.00	\$112.00
Finalise old plumbing approvals (at the discretion of Council's Plumbing Inspector)	R	Plumbing and Drainage Regulation 2019 s44 (1)(iv)	\$200.00	\$0.00	\$200.00
Preparation of Drainage Plans	R	Plumbing and Drainage Regulation 2019 s44 (1)(iv)	\$181.82	\$18.18	\$200.00
Demountable Building, i.e. Transportable	C	Plumbing and Drainage Regulation 2019 s44 (1)(iv)	POA		

TOWN PLANNING ASSESSABLE DEVELOPMENT

Reconfiguring a Lot

Preliminary Approval	R	Planning Act 2016 Planning Regulation 2017	\$2,631.00	\$0.00	\$2,631.00
Preliminary Approval inc. Variation Request	R	Planning Act 2016 Planning Regulation 2017	POA		
Reconfiguring a lot - per lot (including boundary re-alignments)	R	Planning Act 2016 Planning Regulation 2017	\$470/lot (min. fee \$940.00)		
Lease exceeding 10 years - per lot	R	Planning Act 2016 Planning Regulation 2017	\$470/lot (min. fee \$940.00)		

Name	Commercial or Regulatory Fee	Legislation	Year 23/24		
			Fee (excl. GST)	GST	Fee (incl. GST)

Reconfiguring a Lot [continued]

Access easement not associated with a plan of subdivision	R	Planning Act 2016 Planning Regulation 2017	\$470.00	\$0.00	\$470.00
Where a reconfiguration application triggers impact assessment - Minimum Fee (in addition to per lot fee)	R	Planning Act 2016 Planning Regulation 2017	\$1,711.00	\$0.00	\$1,711.00
Endorsement of survey plan, building format plan, community management statement, or easement document	R	Planning Act 2016 Planning Regulation 2017	\$250.00	\$0.00	\$250.00
Resigning of survey plan, building format plan, community management statement of easement document	R	Planning Act 2016 Planning Regulation 2017	\$114.00	\$0.00	\$114.00
Valuation maintenance fee per lot including balance allotments (*fee subject to change as determined by the State)	R	Planning Act 2016 Planning Regulation 2017			per lot*

MATERIAL CHANGE OF USE DEVELOPMENT APPLICATION FEES

Preliminary Approval

Preliminary Approval - All Use Types	R	Planning Act 2016 Planning Regulation 2017	\$2,631.00	\$0.00	\$2,631.00
Preliminary Approval inc. Variation Request - All Use Types	R	Planning Act 2016 Planning Regulation 2017			POA

Accommodation Type Use

Caretakers Accommodation, Community Residence Dual Occupancy, Dwelling House (triggering assessment against the Planning Scheme), Dwelling Unit, Multiple Dwelling, Non-Resident Workforce Accommodation, Relocatable Home Park, Residential Care Facility, Retirement Facility, Rooming Accommodation, Rural Worker's Accommodation, Short-Term Accommodation, Tourist Park.

Code Assessment	R	Planning Act 2016 Planning Regulation 2017	\$1,356.00	\$0.00	\$1,356.00
Impact Assessment	R	Planning Act 2016 Planning Regulation 2017	\$2,631.00	\$0.00	\$2,631.00
Resort Complex	R	Planning Act 2016 Planning Regulation 2017			POA
Nature Based Tourism	R	Planning Act 2016 Planning Regulation 2017			POA

Business Type Use

Home Based Business, Funeral Parlour, Parking Station, Office, Roadside Stall, Service Station, Shop, Shopping Centre, Adult Store, Food and Drink Outlet, Hotel, Sales Office, Showroom, Veterinary Services, Agricultural Supplies Store, Bulk Landscape Supplies, Car Wash, Function Facility, Garden Centre, Hardware and Trade Supplies, Market, and Outdoor Sales.

Code Assessment	R	Planning Act 2016 Planning Regulation 2017	\$1,356.00	\$0.00	\$1,356.00
Impact Assessment	R	Planning Act 2016 Planning Regulation 2017	\$2,631.00	\$0.00	\$2,631.00

Name	Commercial or Regulatory Fee	Legislation	Year 23/24		
			Fee (excl. GST)	GST	Fee (incl. GST)

Business Type Use [continued]

Air Service	R	Planning Act 2016 Planning Regulation 2017			POA
Shopping Centre with GFA greater than 2,500m2	R	Planning Act 2016 Planning Regulation 2017			POA

Rural Type Use

Animal Keeping, Aquaculture, Permanent Plantation, Cropping, Intensive Horticulture, Animal Husbandry, Rural Industry, Roadside Stall, Wholesale Nursery, Winery, Warehouse.

Code Assessment	R	Planning Act 2016 Planning Regulation 2017	\$1,356.00	\$0.00	\$1,356.00
Impact Assessment	R	Planning Act 2016 Planning Regulation 2017	\$2,631.00	\$0.00	\$2,631.00

Industry Type Use

Extractive Industry, Service Industry, High Impact Industry, Low Impact Industry, Marine Industry, Medium Impact Industry, Research and Technology Industry, Special Industry, Transport Depot, Warehouse.

Code Assessment	R	Planning Act 2016 Planning Regulation 2017	\$1,356.00	\$0.00	\$1,356.00
Impact Assessment	R	Planning Act 2016 Planning Regulation 2017	\$2,631.00	\$0.00	\$2,631.00
Major Electricity Infrastructure	R	Planning Act 2016 Planning Regulation 2017			POA
Renewable Energy Facility	R	Planning Act 2016 Planning Regulation 2017			POA
Substation	R	Planning Act 2016 Planning Regulation 2017			POA

Community Type Activity Use

Childcare Centre, Park, Place of Worship, Community Care Centre, Community Use, Club, Emergency Services, Health Care Services, Cemetery, Utility Installation.

Code Assessment	R	Planning Act 2016 Planning Regulation 2017	\$1,356.00	\$0.00	\$1,356.00
Impact Assessment	R	Planning Act 2016 Planning Regulation 2017	\$2,631.00	\$0.00	\$2,631.00
Crematorium	R	Planning Act 2016 Planning Regulation 2017			POA
Detention Facility	R	Planning Act 2016 Planning Regulation 2017			POA

Name	Commercial or Regulatory Fee	Legislation	Year 23/24		
			Fee (excl. GST)	GST	Fee (incl. GST)

Community Type Activity Use [continued]

Hospital	R	Planning Act 2016 Planning Regulation 2017			POA
Educational Establishment	R	Planning Act 2016 Planning Regulation 2017			POA

Entertainment Type Use

Bar, Nightclub, Entertainment Facility, Theatre.

Code Assessment	R	Planning Act 2016 Planning Regulation 2017	\$1,356.00	\$0.00	\$1,356.00
Impact Assessment	R	Planning Act 2016 Planning Regulation 2017	\$2,631.00	\$0.00	\$2,631.00

Recreation Type Use

Indoor Sport and Recreation.

Code Assessment	R	Planning Act 2016 Planning Regulation 2017	\$1,356.00	\$0.00	\$1,356.00
Impact Assessment	R	Planning Act 2016 Planning Regulation 2017	\$2,631.00	\$0.00	\$2,631.00
Major Sport, Recreation and Entertainment Facility	R	Planning Act 2016 Planning Regulation 2017			POA
Motor Sport Facility	R	Planning Act 2016 Planning Regulation 2017			POA
Other Recreation Type Uses - Environmental Facility, Outdoor Sport and Recreation	R	Planning Act 2016 Planning Regulation 2017			POA
Tourist Attraction	R	Planning Act 2016 Planning Regulation 2017			POA

Other Type Use

Landing

Code Assessment	R	Planning Act 2016 Planning Regulation 2017	\$1,356.00	\$0.00	\$1,356.00
Impact Assessment	R	Planning Act 2016 Planning Regulation 2017	\$2,631.00	\$0.00	\$2,631.00
Port Services	R	Planning Act 2016 Planning Regulation 2017			POA
Undefined Use	R	Planning Act 2016 Planning Regulation 2017			POA

Name	Commercial or Regulatory Fee	Legislation	Year 23/24		
			Fee (excl. GST)	GST	Fee (incl. GST)

OPERATIONAL WORKS APPLICATION FEES

Town Planning Assessable Development

Operational Works

Application Fee (for works up to \$25,000 in estimated value) (minimum fee)	R	Planning Act 2016 Planning Regulation 2017	\$770.00	\$0.00	\$770.00
Application Fee (for works between \$25,000 - \$249,000 in estimated value)	R	Planning Act 2016 Planning Regulation 2017	2% value of work (Min. fee \$1,356.00)		
Application Fee (for works over \$250,000 in estimated value)	R	Planning Act 2016 Planning Regulation 2017	\$6,870 + 1.5% value of work over \$250,000		

Operational Works - Other

Prescribed Tidal Works	R	Planning Act 2016 Planning Regulation 2017	POA		
Infrastructure Agreements (non-trunk infrastructure only)	R	Planning Act 2016 Planning Regulation 2017	POA		
Maintenance Bond for Operational Works	R	Planning Act 2016 Planning Regulation 2017	2% value of work		
Inspections and Compliance Assessment (minimum fee per inspection)	R	Planning Act 2016 Planning Regulation 2017	\$450.00	\$0.00	\$450.00
Constructing or modifying a levee bank - Category 1	R	Planning Act 2016 Planning Regulation 2017	\$1,356.00	\$0.00	\$1,356.00
Constructing or modifying a levee bank - Category 2 and 3	R	Planning Act 2016 Planning Regulation 2017	POA		

TOWN PLANNING ASSESSABLE DEVELOPMENT - GENERAL FEES

Request for consideration by Council that development is accepted	R	Planning Act 2016 Planning Regulation 2017	\$715.00	\$0.00	\$715.00
Request for an Exemption Certificate	R	Planning Act 2016 Planning Regulation 2017	\$715.00	\$0.00	\$715.00
The cost of external consultant's fees including any associated legal fees incurred for any further assessment or advice required to be undertaken by Council in consideration of any application, submission and/or technical report may be charged to the applicant. The cost of external consultant's fees including any associated legal fees incurred for any further assessment or advice required to be undertaken by Council in consideration of any application, submission and/or technical report may be charged to the applicant. Such costs must be paid prior to the final determination of the application.	R	Planning Act 2016 Planning Regulation 2017	POA		
Pre-Lodgement Meeting Fee	C	Local Government Act 2009 s262(3)c	\$199.09	\$19.91	\$219.00

Name	Commercial or Regulatory Fee	Legislation	Year 23/24		
			Fee (excl. GST)	GST	Fee (incl. GST)

TOWN PLANNING ASSESSABLE DEVELOPMENT - GENERAL FEES [continued]

Confirmation of compliance of use with Planning Scheme and/or confirmation of existing use rights	R	Planning Act 2016 Planning Regulation 2017	\$715.00	\$0.00	\$715.00
Requests for Applications to be considered under Superseded Planning Scheme. Note: if the application under consideration is accepted by Council for assessment, the applicable assessment fee will apply.	R	Planning Act 2016 Planning Regulation 2017	\$1,356.00	\$0.00	\$1,356.00

TOWN PLANNING OTHER

Planning and Development Certificates

Limited (per lot)	R	Planning Act 2016 Planning Regulation 2017	\$95.00	\$0.00	\$95.00
Standard (per lot)	R	Planning Act 2016 Planning Regulation 2017	\$198.00	\$0.00	\$198.00
Full (per lot)	R	Planning Act 2016 Planning Regulation 2017	\$495.00	\$0.00	\$495.00

Sale of Copies of Town Planning Scheme

USB including scheme and maps	R	Planning Act 2016 Planning Regulation 2017	At cost		
Printed copy of scheme only (no maps)	R	Planning Act 2016 Planning Regulation 2017	At cost		
Printed copy of full set of zoning maps	R	Planning Act 2016 Planning Regulation 2017	At cost		
Printed copy of individual zoning map (A3 per sheet)	R	Planning Act 2016 Planning Regulation 2017	At cost		
Printed copy of individual zoning map (A4 per sheet)	R	Planning Act 2016 Planning Regulation 2017	At cost		

Request to Change Development Approval

Request for a change development approval (minor)	R	Planning Act 2016 Planning Regulation 2017	50% of original application fee		
Request for a change approval (other than a minor change)	R	Planning Act 2016 Planning Regulation 2017	\$1,356.00	\$0.00	\$1,356.00
Request to change (other) for an approval that involved impact assessment	R	Planning Act 2016 Planning Regulation 2017	\$2,361.00	\$0.00	\$2,361.00
Request to extend a development approval	R	Planning Act 2016 Planning Regulation 2017	\$265.00	\$0.00	\$265.00
Request for change/amendment to be Considered Generally in Accordance With	R	Planning Act 2016 Planning Regulation 2017	\$265.00	\$0.00	\$265.00

Name	Commercial or Regulatory Fee	Legislation	Year 23/24		
			Fee (excl. GST)	GST	Fee (incl. GST)

TRADE WASTE

Council policy allows that the annual trade waste charge be on a measured volumetric basis for treated trade waste accepted into Council's sewerage system

No Pre-Treatment

Category 1 - flat fee per annum (<500kl)	R	Local Government Act 2009 s97(2) (e)LGA2009	\$435.00	\$0.00	\$435.00
Category 2 - flat fee + volume charge (>500kl)	R	Local Government Act 2009 s97(2) (e)LGA2009	\$435.00	\$0.00	\$435.00
Category 2.1 - Fast food outlets, restaurants and supermarkets	R	Local Government Act 2009 s97(2) (e)LGA2009	\$435.00	\$0.00	\$435.00
Category 2.2 - Mechanical workshop	R	Local Government Act 2009 s97(2) (e)LGA2009	\$435.00	\$0.00	\$435.00
Category 2.3 - Swimming Pool	R	Local Government Act 2009 s97(2) (e)LGA2009	\$435.00	\$0.00	\$435.00
Category 2.4 - Aged care, hospitals & motels	R	Local Government Act 2009 s97(2) (e)LGA2009	\$435.00	\$0.00	\$435.00
Category 2.5 - Laundromats	R	Local Government Act 2009 s97(2) (e)LGA2009	\$435.00	\$0.00	\$435.00

Pre-Treatment

Category 1 - flat fee per annum (<500kl)	R	Local Government Act 2009 s97(2) (e)LGA2009	\$104.00	\$0.00	\$104.00
Category 2 - flat fee + volume charge (>500kl)	R	Local Government Act 2009 s97(2) (e)LGA2009	\$125.00	\$0.00	\$125.00
Category 2.1 - Fast food outlets, restaurants and supermarkets	R	Local Government Act 2009 s97(2) (e)LGA2009	\$125.00	\$0.00	\$125.00
Category 2.2 - Mechanical workshop	R	Local Government Act 2009 s97(2) (e)LGA2009	\$125.00	\$0.00	\$125.00
Category 2.3 - Swimming Pool	R	Local Government Act 2009 s97(2) (e)LGA2009	\$125.00	\$0.00	\$125.00
Category 2.4 - Aged care, hospitals & motels	R	Local Government Act 2009 s97(2) (e)LGA2009	\$125.00	\$0.00	\$125.00
Category 2.5 - Laundromats	R	Local Government Act 2009 s97(2) (e)LGA2009	\$125.00	\$0.00	\$125.00
Category 2 - Volume - kl	R	Local Government Act 2009 s97(2) (e)LGA2009	\$1.40	\$0.00	\$1.40
Category 3 - Volume - kl (high strength discharge)	R	Local Government Act 2009 s97(2) (e)LGA2009	\$1.40	\$0.00	\$1.40

Name	Commercial or Regulatory Fee	Legislation	Year 23/24		
			Fee (excl. GST)	GST	Fee (incl. GST)

Pre-Treatment [continued]

Category 3 - BOD 5 - kg	R	Local Government Act 2009 s97(2) (e)LGA2009	\$1.60	\$0.00	\$1.60
Category 3 - Suspended Solids - kg	R	Local Government Act 2009 s97(2) (e)LGA2009	\$0.60	\$0.00	\$0.60
Category 3 - Minimum Fee - per annum	R	Local Government Act 2009 s97(2) (e)LGA2009	\$919.00	\$0.00	\$919.00

Application Fees

Permit - Category 1	R	Local Government Act 2009 s97(2) (e)LGA2009	\$78.00	\$0.00	\$78.00
Permit - Category 2	R	Local Government Act 2009 s97(2) (e)LGA2009	\$78.00	\$0.00	\$78.00
Agreement - Category 3	R	Local Government Act 2009 s97(2) (e)LGA2009	\$162.00	\$0.00	\$162.00

Inspection Fees

All categories (per half hour or part thereof)	R	Local Government Act 2009 s97(2) (e)LGA2009	\$124.00	\$0.00	\$124.00
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Testing Fees

All categories - cost of laboratory charges plus freight	C	Local Government Act 2009 s262(3)c	Cost plus freight plus 10% GST		
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Septage and Other Approved Liquid Waste

Vol. charge all loads - per kl	R	Local Government Act 2009 s97(2) (e)LGA2009	\$61.00	\$0.00	\$61.00
Connection to Common Effluent Line	R	Local Government Act 2009 s97(2) (e)LGA2009	\$4,190.00	\$0.00	\$4,190.00

WATER CHARGES

Bulk Water Charge

The charge for water supplied from any reticulated town supply to any consumer for specific purposes under any special agreement shall be:

Per 1000 litres/1 kilolitre or part thereof - Excluding Giru	R	Local Government Act 2009 s97(2) (e)LGA2009	\$2.90	\$0.00	\$2.90
Per 1000 litres/1 kilolitre or part thereof - Giru	R	Local Government Act 2009 s97(2) (e)LGA2009	\$5.80	\$0.00	\$5.80

Name	Commercial or Regulatory Fee	Legislation	Year 23/24		
			Fee (excl. GST)	GST	Fee (incl. GST)

Bulk Water Charge [continued]

Deposit for electronic access key for automated urban water filling stations - Home Hill (First Street), Brandon (Colevale Road) and Jones Street Depot - for access to bulk water under Water Act 2000 Section 572 (Note: If customer defaults on return of key GST will apply to fee)	R	Local Government Act 2009 s97(2) (e)LGA2009	\$75.00	\$0.00	\$75.00
Deposit for log book and key for manual urban water filling stations - Home Hill (First Street), Brandon (Colevale Road) and Jones Street Depot - for access to bulk water under Water Act 2000 s572 (Note: if customer defaults on return of key GST will apply to fee)	R	Local Government Act 2009 s97(2)(a)	\$325.00	\$0.00	\$325.00

Supply of Metered Hydrant Stand Pipe

The following fees are for filling swimming pools and other approved uses:

Supply and installation of Metered Standpipe during normal working hours (7:00am to 4:00pm)	R	Local Government Act 2009 s97(2) (e)LGA2009	\$235.00	\$0.00	\$235.00
Plus bulk water charge based on estimated usage - excluding Giru	R	Local Government Act 2009 s97(2) (e)LGA2009	\$2.90	\$0.00	\$2.90
Per 1000 litres/1 kilolitre or part thereof - Giru	R	Local Government Act 2009 s97(2) (e)LGA2009	\$5.80	\$0.00	\$5.80
Additional daily charge for metered standpipe used for periods exceeding one day	R	Local Government Act 2009 s97(2) (e)LGA2009	\$25.00	\$0.00	\$25.00

Meters

Local flow test of water meter by Council staff (refundable if meter faulty)	R	Local Government Act 2009 s97(2)(a)	\$170.00	\$0.00	\$170.00
Replace flow control device	R	Local Government Act 2009 s97(2)(a)	\$325.00	\$0.00	\$325.00
Testing of a water meter by third party laboratory upon receipt of a customer request - per meter	R	Local Government Act 2009 s97(2) (e)LGA2009	\$390.00	\$0.00	\$390.00
Alteration of the position of a water meter or water service (not requiring a new mains tapping)	R	Local Government Act 2009 s97(2) (e)LGA2009			Cost + 15%
Remove water meter upon request and terminate supply	R	Local Government Act 2009 s97(2) (e)LGA2009			Cost + 15%
Raise the position of a water meter	R	Local Government Act 2009 s97(2) (e)LGA2009			Cost + 15%
Cost to install meter below ground level into standard plastic meter pit	R	Local Government Act 2009 s97(2) (e)LGA2009			Cost + 15%
Additional cost to place new meter in underground pit	R	Local Government Act 2009 s97(2) (e)LGA2009			Cost + 15%
Special water meter reading - request for interim water meter reading to be carried out and pro-rata water consumption determined	R	Local Government Act 2009 s97(2) (e)LGA2009	\$150.00	\$0.00	\$150.00

Name	Commercial or Regulatory Fee	Legislation	Year 23/24		
			Fee (excl. GST)	GST	Fee (incl. GST)

Water Services

Minimum charge in urban water service area for each new standard 20mm (short) water service at and adjacent to an existing tapping and service pipe provided at property boundary (incl. water meter)	R	Local Government Act 2009 s97(2) (e)LGA2009	\$840.00	\$0.00	\$840.00
Minimum charge in urban water service area for each new standard 25mm (short) water service at and adjacent to an existing tapping and service pipe provided at property boundary (incl. water meter)	R	Local Government Act 2009 s97(2) (e)LGA2009	\$1,050.00	\$0.00	\$1,050.00
Additional charge for installation of 20mm or 25mm water services requiring new tapping on an existing non-trunk main.	R	Local Government Act 2009 s97(2) (e)LGA2009			Cost + 15%
Installation of water services larger than 25mm requiring a new tapping shall be at the applicant's full cost	R	Local Government Act 2009 s97(2) (e)LGA2009			Cost + 15%
Customer request to isolate property water service at main ferrule cock and return to service when works complete.	R	Local Government Act 2009 s97(2) (e)LGA2009	\$340.00	\$0.00	\$340.00
Customer request to isolate property water service at main ferrule cock OR return to service when works complete.	R	Local Government Act 2009 s97(2) (e)LGA2009	\$220.00	\$0.00	\$220.00
Replace non-return (dual check) valves on services	R	Local Government Act 2009 s97(2)(a)			Cost + 15%
Minimum charge in urban water service area, for each new standard 20mm water service, including meter, at and adjacent to an existing tapping provided at property boundary - Long Service	R	Local Government Act 2009 s97(2)(a)	\$3,565.00	\$0.00	\$3,565.00
Minimum charge in urban water service area, for each new standard 25mm water service and meter at and adjacent to an existing tapping provided at property boundary - Long Service	R	Local Government Act 2009 s97(2)(a)	\$3,770.00	\$0.00	\$3,770.00
Water supply connection to an existing Rural Water Supply, Constant Flow System shall be the greater of or full actual cost of works to provide supply to the property	R	Local Government Act 2009 s97(2) (e)LGA2009	\$7,921.00	\$0.00	\$7,921.00
Connection to Alva Water Supply	R	Local Government Act 2009 s97(2) (e)LGA2009	\$6,098.00	\$0.00	\$6,098.00

HYDRANT FLOW AND PRESSURE TESTING

Per Hydrant	R	Local Government Act 2009 s97(2) (e)LGA2009	\$150.00	\$0.00	\$150.00
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ATTENDANCE TO FIRE SERVICES

Isolate property fire service at main by request

During normal working hours (7:00am to 4:00pm)	C	Local Government Act 2009 s97(2) (e)LGA2009	\$340.00	\$0.00	\$340.00
Weekdays outside normal working hours	C	Local Government Act 2009 s97(2) (e)LGA2009	\$645.00	\$0.00	\$645.00

Name	Commercial or Regulatory Fee	Legislation	Year 23/24		
			Fee (excl. GST)	GST	Fee (incl. GST)

ATTENDANCE TO FIRE SERVICES [continued]

During weekend (by on-call officer)	C	Local Government Act 2009 s97(2) (e)LGA2009	\$815.00	\$0.00	\$815.00
Isolate fire main (usually 4" above ground)	C	Local Government Act 2009 s97(2) (e)LGA2009	\$165.00	\$0.00	\$165.00

WASTE WATER

New Sewer Connection		Local Government Act 2009 s97(2) (e)LGA2009			Cost + 15%
Relocation of Existing Sewer Connection	R	Local Government Act 2009 s97(2) (e)LGA2009			Cost + 15%

Name	Commercial or Regulatory Fee	Legislation	Year 23/24		
			Fee (excl. GST)	GST	Fee (incl. GST)

WASTE DISPOSAL FEES AND CHARGES

Kirknie Landfill when the weighbridge is operational

- For all vehicles the weight of waste and other material is measured through the use of the weighbridge.

Kirknie Landfill when the weighbridge is not operational

- The weight of waste is measured as per Table 1 and Table 2 below. (Source: Waste Reduction and Recycling Regulation 2011)

Table 1: Weight of Waste or other material delivered or moved in vehicle

Vehicle Type	Waste type or other material	GVM or GCM (t)								
		≤4.5	>4.5 ≤ 10.0	>10.0 ≤16.0	>16.0 ≤ 23.5	>23.5 ≤ 28.0	>28.0 ≤ 40.0	>40.0 ≤ 43.5	>43.5 ≤ 51.0	> 51.0
Articulated Motor Vehicle	any type or mixture of waste or other material		1t	3t	8t	12t	21t	24.5t	30.5t	41t
Car	any type or mixture of waste	0.05t								
Car towing a trailer	any type or mixture of waste	0.25t								
Compactor Truck	any type or mixture of waste or other material		1t	2.25t	5.25t	9.5t	13.25t			
Light Commercial Vehicle	MSW or C&I or any mixture of only MSW and C&I or other material	0.75t								
	C&D or any mixture of waste that includes C&D	1.25t								
Rigid Truck	MSW or C&I or any mixture of only MSW and C&I or other material		1.75t	3.25t	5t	8.75t	12.5t			
	C&D or any mixture of waste that include C&D		3.75t	7t	11t	13.75t	19.75t			
Rigid Truck towing a trailer	any type or mixture of waste or other material		1t	3t	8t	12t	21t	24.75t	30.5t	41t
Van or Ute	any type or mixture of waste	0.2t								
Van or Ute towing a trailer	any type or mixture of waste	0.4t								

Name	Commercial or Regulatory Fee	Legislation	Year 23/24 GST	Fee (excl. GST)	Fee (incl. GST)
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WASTE DISPOSAL FEES AND CHARGES [continued]

Table 2: Weight multiplier for waste or other material delivered or moved in containers

Waste Type		Weight Multiplier
1	MSW or C&I, any mixture of only MSW and C&I, or other material -	
	a. if the volume of waste or other material in the container is equal to or less than half the capacity of the container; or	0.08
	b. if the volume of waste or other material in the container is more than half the capacity of the container	0.15
2	C&D or any mixture of waste that includes C&D -	
	a. if the volume of waste or other material in the container is equal to or less than half the capacity of the container; or	0.13
	b. if the volume of waste or other material in the container is more than half the capacity of the container	0.25

KIRKNIE LANDFILL

Free sorted waste for Burdekin residents only (all recyclable material removed). Domestic fees below will apply to all unsorted waste.

Municipal Solid Waste - Domestic

Domestic Waste to Landfill

Unsorted Domestic general waste - per tonne	C	Local Government Act 2009 s262(3)c Waste Reduction and Recycling (Waste Levy) Amendment Act 2019	Fee: \$150.00 (inc GST) Levy: NA
Sorted Domestic general waste - per tonne	C	Local Government Act 2009 s262(3)c Waste Reduction and Recycling (Waste Levy) Amendment Act 2019	Free if all recyclable material removed

Domestic Recyclables to Resource Recovery Area

Mattress (no charge for baby mattresses or foam mattresses - no springs <5cm thick) - each	C	Local Government Act 2009 s262(3)c Waste Reduction and Recycling (Waste Levy) Amendment Act 2019	Fee: \$5.00 (inc GST) Levy: NA
Greenwaste (uncontaminated) - per tonne	C	Local Government Act 2009 s262(3)c Waste Reduction and Recycling (Waste Levy) Amendment Act 2019	Fee: Free if sorted Levy: NA
Comingled recycling - per m3	C	Local Government Act 2009 s262(3)c Waste Reduction and Recycling (Waste Levy) Amendment Act 2019	Fee: Free if sorted Levy: NA
Cardboard - per m3	C	Local Government Act 2009 s262(3)c Waste Reduction and Recycling (Waste Levy) Amendment Act 2019	Fee: Free if sorted Levy: NA

Name	Commercial or Regulatory Fee	Legislation	Year 23/24	
			Fee (excl. GST)	Fee (incl. GST)

Domestic Recyclables to Resource Recovery Area [continued]

Scrap metal - per tonne	C	Local Government Act 2009 s262(3)c Waste Reduction and Recycling (Waste Levy) Amendment Act 2019	Fee: Free if sorted Levy: NA
Clean concrete, bricks or pavers - per tonne	C	Local Government Act 2009 s262(3)c Waste Reduction and Recycling (Waste Levy) Amendment Act 2019	Fee: Free if sorted Levy: NA
Clean fill - per tonne	C	Local Government Act 2009 s262(3)c Waste Reduction and Recycling (Waste Levy) Amendment Act 2019	Fee: Free if sorted Levy: NA
Fridges, freezers or air conditioning units - degassed or not - each	C	Local Government Act 2009 s262(3)c Waste Reduction and Recycling (Waste Levy) Amendment Act 2019	Fee: Free if sorted Levy: NA
Gas Bottles and Fire Extinguishers - Each	C	Local Government Act 2009 s262(3)c Waste Reduction and Recycling (Waste Levy) Amendment Act 2019	Fee: Free if sorted Levy: NA
Car body (excluding tyres, oils and fluids) - each	C	Local Government Act 2009 s262(3)c Waste Reduction and Recycling (Waste Levy) Amendment Act 2019	Fee: Free if sorted Levy: NA

Commercial and Industrial

Total fees payable for waste deposited to landfill will include the applicable fee and levy.

Commercial Waste to Landfill

Commercial general mixed waste - per tonne	C	Local Government Act 2009 s262(3)c Waste Reduction and Recycling (Waste Levy) Amendment Act 2019	Fee: \$150.00 (inc GST) Levy: \$100.10 (inc GST)
Commercial lightweight plastics waste - per tonne	C	Local Government Act 2009 s262(3)c Waste Reduction and Recycling (Waste Levy) Amendment Act 2019	Fee: \$220.00 (inc GST) Levy: \$100.10 (inc GST)

Commercial Recyclables to Resource Recovery Area

Commercial recyclables deemed unsuitable for resource recovery by the landfill operator will be sent to landfill with levy rates applicable.

Name	Commercial or Regulatory Fee	Legislation	Year 23/24	
			Fee (excl. GST)	Fee (incl. GST)

Commercial Recyclables to Resource Recovery Area [continued]

Mattress (no charge for baby mattresses or foam mattresses - no springs <5cm thick) - each	C	Local Government Act 2009 s262(3)c Waste Reduction and Recycling (Waste Levy) Amendment Act 2019	Fee: \$26.00 (inc GST) Levy: NA
Cardboard - per m3	C	Local Government Act 2009 s262(3)c Waste Reduction and Recycling (Waste Levy) Amendment Act 2019	Fee: \$16.00 (inc GST) Levy: NA
Commercial fridges, freezers or air conditioning units not degassed - each	C	Local Government Act 2009 s262(3)c Waste Reduction and Recycling (Waste Levy) Amendment Act 2019	Fee: \$38.00 (inc GST) Levy: NA
Gas Bottles - Each	C	Local Government Act 2009 s262(3)c Waste Reduction and Recycling (Waste Levy) Amendment Act 2019	Fee: \$15.00 (inc GST) Levy: NA
Fire Extinguisher - each	C	Local Government Act 2009 s262(3)c Waste Reduction and Recycling (Waste Levy) Amendment Act 2019	Fee: \$12.00 (inc GST) Levy: NA
Car body (excluding tyres, oils and fluids) - each	C	Local Government Act 2009 s262(3)c Waste Reduction and Recycling (Waste Levy) Amendment Act 2019	Fee: \$58.00 (inc GST) Levy: NA
Commercial greenwaste (uncontaminated) - per tonne	C	Local Government Act 2009 s262(3)c Waste Reduction and Recycling (Waste Levy) Amendment Act 2019	Fee: Free if sorted Levy: NA
Comingled recycling - per m3	C	Local Government Act 2009 s262(3)c Waste Reduction and Recycling (Waste Levy) Amendment Act 2019	Fee: Free if sorted Levy: NA
Scrap metal - per tonne	C	Local Government Act 2009 s262(3)c Waste Reduction and Recycling (Waste Levy) Amendment Act 2019	Fee: Free if sorted Levy: NA
Degassed fridges, freezers or airconditioning units - each	C	Local Government Act 2009 s262(3)c Waste Reduction and Recycling (Waste Levy) Amendment Act 2019	Fee: Free if sorted Levy: NA

Name	Commercial or Regulatory Fee	Legislation	Year 23/24	
			Fee (excl. GST)	Fee (incl. GST)

Construction and Demolition

Construction and Demolition Waste to Landfill

Mixed construction and demolition - per tonne	C	Local Government Act 2009 s262(3)c Waste Reduction and Recycling (Waste Levy) Amendment Act 2019	Fee: \$150.00 (inc GST) Levy: \$100.10 (inc GST)
Timber - per tonne	C	Local Government Act 2009 s262(3)c Waste Reduction and Recycling (Waste Levy) Amendment Act 2019	Fee: \$150.00 (inc GST) Levy: \$100.10 (inc GST)

Construction and Demolition Recyclables to Resource Recovery Area

Construction and demolition recyclables deemed unsuitable for resource recovery by the landfill operator will be sent to landfill with levy rates applicable.

Clean concrete requiring rock breaking (any concrete with steel reinforcement and concrete >400mm) - per tonne	C	Local Government Act 2009 s262(3)c Waste Reduction and Recycling (Waste Levy) Amendment Act 2019	Fee: \$147.00 (inc GST) Levy: NA
Clean concrete <400mm largest dimensions (no steel reinforcement) - per tonne	C	Local Government Act 2009 s262(3)c Waste Reduction and Recycling (Waste Levy) Amendment Act 2019	Fee: \$64.00 (inc GST) Levy: NA
Bricks, pavers, besser block and roof tiles - per tonne	C	Local Government Act 2009 s262(3)c Waste Reduction and Recycling (Waste Levy) Amendment Act 2019	Fee: \$24.00 (inc GST) Levy: NA
Clean fill - per tonne	C	Local Government Act 2009 s262(3)c Waste Reduction and Recycling (Waste Levy) Amendment Act 2019	Fee: Free if sorted Levy: NA
Asphalt/bitumen - per tonne	C	Local Government Act 2009 s262(3)c Waste Reduction and Recycling (Waste Levy) Amendment Act 2019	Fee: Free if sorted Levy: NA

Regulated Waste

Regulated Waste to Landfill

Asbestos (removed in accordance with WH&S and Public Health legislation) - per tonne	C	Local Government Act 2009 s262(3)c Waste Reduction and Recycling (Waste Levy) Amendment Act 2019	Fee: \$168.00 (inc GST) Levy: NA
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Name	Commercial or Regulatory Fee	Legislation	Year 23/24	
			Fee (excl. GST)	Fee (incl. GST)

Regulated Waste to Landfill [continued]

Biosolids - per tonne	C	Local Government Act 2009 s262(3)c Waste Reduction and Recycling (Waste Levy) Amendment Act 2019	Fee: \$150.00 (inc GST) Levy: \$136.40 (inc GST)
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Regulated Waste Recyclables to Resource Recovery Area

Motor oil (any volume of commercial and/or >6 litres of domestic) - per L	C	Local Government Act 2009 s262(3)c Waste Reduction and Recycling (Waste Levy) Amendment Act 2019	Fee: \$0.20 (inc GST) Levy: NA
Oil filters - all commercial and/or >3 domestic - each	C	Local Government Act 2009 s262(3)c Waste Reduction and Recycling (Waste Levy) Amendment Act 2019	Fee: \$3.00 (inc GST) Levy: NA
Cooking oil - Any volume of commercial and/or domestic cooking oil >20L - per L	C	Local Government Act 2009 s262(3)c Waste Reduction and Recycling (Waste Levy) Amendment Act 2019	Fee: \$1.00 (inc GST) Levy: NA
Tyres - each	C	Local Government Act 2009 s262(3)c Waste Reduction and Recycling (Waste Levy) Amendment Act 2019	Fee: at cost Levy: NA
Batteries (ULAB and household) - each	C	Local Government Act 2009 s262(3)c Waste Reduction and Recycling (Waste Levy) Amendment Act 2019	Fee: Free if sorted Levy: NA
Motor oil (domestic ≤6 litres) - per L	C	Local Government Act 2009 s262(3)c Waste Reduction and Recycling (Waste Levy) Amendment Act 2019	Fee: Free if sorted Levy: NA
Oil filters - Domestic ≤3 - each	C	Local Government Act 2009 s262(3)c Waste Reduction and Recycling (Waste Levy) Amendment Act 2019	Fee: Free if sorted Levy: NA
Cooking oil - Domestic ≤20L - each	C	Local Government Act 2009 s262(3)c Waste Reduction and Recycling (Waste Levy) Amendment Act 2019	Fee: Free if sorted Levy: NA

Name	Commercial or Regulatory Fee	Legislation	Year 23/24		
			Fee (excl. GST)	GST	Fee (incl. GST)

TRANSFER STATION (Home Hill, Ayr, Giru and Clare)

Free sorted waste for Burdekin residents only (all recyclable material removed). Domestic fees listed below will apply to all unsorted waste.

Please refer to Council's website for the current opening hours of all Transfer Stations.

The following items are not accepted at all transfer stations:

- Asbestos (landfill only)
- Liquid waste including: paints, solvents, chemicals, fuels and coolants
- Contaminated soil
- Concrete, bricks, pavers, asphalt and soil (landfill only)
- Unwrapped offensive material (large quantities of meat, fish or dead animals) (landfill only)
- Vehicles greater than 4.5 tonne GVM or GCM (excluding greenwaste)
- Timber (more than half a ute load and/or trailer load (landfill only)
- Car bodies (landfill only)

The following items are also not accepted at the Clare Transfer Station

- Greenwaste
- Tyres
- Batteries
- Commercial waste
- Gas bottles
- Fire Extinguishers, Flares or EPIRBS (decommissioned or otherwise)
- Non degassed fridges, freezers and air conditioners
- Waste motor oil, cooking oil and oil filters

The following items only are accepted at the Clare Transfer Station:

- Hard waste
- General waste
- Recyclables such as aluminium cans, plastics (numbered 1-5), glass bottles & jars, paper & cardboard
- Scrap metal
- DrumMUSTER - by appointment only

Please follow the instructions on the signage at the site to ensure correct sorting of rubbish and recyclables. Phone: (07) 4783 9800 to report any damage or full bins.

Municipal Solid Waste - Domestic

Domestic Waste to transfer bin

Bag/bin 140L - each	C	Local Government Act 2009 s262(3)c	\$4.09	\$0.41	\$4.50
Car or 240L Bin - each	C	Local Government Act 2009 s262(3)c	\$6.81	\$0.68	\$7.50
Small trailer - each	C	Local Government Act 2009 s262(3)c	\$14.54	\$1.45	\$16.00
Large trailer/ute/van - each	C	Local Government Act 2009 s262(3)c	\$22.73	\$2.27	\$25.00
Plastic waste oil containers (empty) of any volume >5 - per m3	C	Local Government Act 2009 s262(3)c	\$30.00	\$3.00	\$33.00
Plastic waste oil containers (empty) of any volume <=5 - each	C	Local Government Act 2009 s262(3)c			Free if sorted
Timber (less than half a ute load or small trailer load) - each	C	Local Government Act 2009 s262(3)c			Free if sorted

Domestic Recyclables

Mattress - each	C	Local Government Act 2009 s262(3)c	\$4.55	\$0.45	\$5.00
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Excluding baby/cot mattresses and foam mattresses less than 5cm thick

Name	Commercial or Regulatory Fee	Legislation	Year 23/24		
			Fee (excl. GST)	GST	Fee (incl. GST)

Domestic Recyclables [continued]

Domestic Greenwaste - per m3	C	Local Government Act 2009 s262(3)c			Free if sorted
Comingled recycling - per m3	C	Local Government Act 2009 s262(3)c			Free if sorted
Cardboard - per m3	C	Local Government Act 2009 s262(3)c			Free if sorted
Scrap Metal - per m3	C	Local Government Act 2009 s262(3)c			Free if sorted
Fridges, freezers and air conditioning units degassed or not - each	C	Local Government Act 2009 s262(3)c			Free if sorted
E-waste - each	C	Local Government Act 2009 s262(3)c			Free if sorted
Gas Bottles, Fire Extinguisher, Flare/EPIRB, Fluro light tubes and lamps - Each	C	Local Government Act 2009 s262(3)c			Free if sorted

Commercial and Industrial

Commercial Waste to transfer bin

Bag/bin 140L - each	C	Local Government Act 2009 s262(3)c	\$5.91	\$0.59	\$6.50
240L Bin - each	C	Local Government Act 2009 s262(3)c	\$10.00	\$1.00	\$11.00
Car - each	C	Local Government Act 2009 s262(3)c	\$11.36	\$1.14	\$12.50
Small trailer - each	C	Local Government Act 2009 s262(3)c	\$36.36	\$3.64	\$40.00
Large trailer/ute/van - each	C	Local Government Act 2009 s262(3)c	\$40.00	\$4.00	\$44.00
Plastic waste oil containers (empty) of any volume - per m3	C	Local Government Act 2009 s262(3)c	\$30.00	\$3.00	\$33.00

Commercial Recyclables

Mattress (no charge for baby mattresses or foam mattresses - no springs <5cm thick) - each	C	Local Government Act 2009 s262(3)c	\$23.63	\$2.36	\$26.00
Cardboard - per m3	C	Local Government Act 2009 s262(3)c	\$13.64	\$1.36	\$15.00
Fridges, Freezers or air conditioning units not degassed - each	C	Local Government Act 2009 s262(3)c	\$34.55	\$3.45	\$38.00
Gas Bottles - Each	C	Local Government Act 2009 s262(3)c	\$13.64	\$1.36	\$15.00
Fire Extinguisher - each	C	Local Government Act 2009 s262(3)c	\$10.91	\$1.09	\$12.00
Greenwaste - per m3	C	Local Government Act 2009 s262(3)c			Free if sorted
Comingled recycling - per m3	C	Local Government Act 2009 s262(3)c			Free if sorted
Scrap Metal - per m3	C	Local Government Act 2009 s262(3)c			Free if sorted
Degassed fridges, freezers or air conditioning units - each	C	Local Government Act 2009 s262(3)c			Free if sorted
E-waste - per m3	C	Local Government Act 2009 s262(3)c			Free if sorted

Name	Commercial or Regulatory Fee	Legislation	Year 23/24		
			Fee (excl. GST)	GST	Fee (incl. GST)

Commercial Recyclables [continued]

Decommissioned Fire Extinguisher, Flare/ EPIRB, Fluro light tubes and lamps - Each	C	Local Government Act 2009 s262(3)c			Free if sorted
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Regulated Waste

Regulated Waste Recyclables

Motor oil - any volume of commercial and/or >6 litres of domestic - per L	C	Local Government Act 2009 s262(3)c	\$0.18	\$0.02	\$0.20
Oil filters - all commercial and/or > 3 domestic - each	C	Local Government Act 2009 s262(3)c	\$2.73	\$0.27	\$3.00
Cooking oil - any volume of commercial and/or domestic cooking oil >20L - per L	C	Local Government Act 2009 s262(3)c	\$0.91	\$0.09	\$1.00
Tyres - each	C	Local Government Act 2009 s262(3)c			At cost
Batteries (ULAB and household) - each	C	Local Government Act 2009 s262(3)c			Free if sorted
Motor oil - Domestic ≤6 litres - per L	C	Local Government Act 2009 s262(3)c			Free if sorted
Oil filters - Domestic ≤ 3 - each	C	Local Government Act 2009 s262(3)c			Free if sorted
Cooking oil - Domestic ≤ 20L - per L	C	Local Government Act 2009 s262(3)c			Free if sorted

OTHER WASTE CHARGES

Giru transfer station hire & bin collection - per month	C	Local Government Act 2009 s262(3)c	\$3,943.64	\$394.36	\$4,338.00
Use of weighbridge - each	C	Local Government Act 2009 s262(3)c	\$13.64	\$1.36	\$15.00
Additional contractor collection of kerbside bins, Ayr, Home Hill & Brandon (Additional collections in rural location will not be completed) - per bin	C	Local Government Act 2009 s262(3)c	\$19.09	\$1.91	\$21.00
Product Destruction Certificate	C	Local Government Act 2009 s262(3)c	\$52.73	\$5.27	\$58.00

Name	Commercial or Regulatory Fee	Legislation	Fee (excl. GST)	Year 23/24 GST	Fee (incl. GST)
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AYR SHOWGROUNDS FEES AND CHARGES

Fixed Costs

Main Hall 12 hour rate	C	Local Government Act 2009 s262(3)c	\$150.00	\$15.00	\$165.00
Main Hall 24 hour rate	C	Local Government Act 2009 s262(3)c	\$445.45	\$44.55	\$490.00
Extended Hire of Facility Full day	C	Local Government Act 2009 s262(3)c	\$109.09	\$10.91	\$120.00
Hire of small halls for band practice - weekly fee	C	Local Government Act 2009 s262(3)c	\$19.09	\$1.91	\$21.00
P/A System (internal hire only - for use in hall)	C	Local Government Act 2009 s262(3)c	\$89.09	\$8.91	\$98.00
Small Projector and Projector Screen - per day	C	Local Government Act 2009 s262(3)c	\$89.09	\$8.91	\$98.00

Only available to Conferences and Workshops during weekdays.

Security Call - out charge (If Applicable)	C	Local Government Act 2009 s262(3)c	At hirer's expense		
Camping over night (with power) - per night	C	Local Government Act 2009 s262(3)c	\$21.82	\$2.18	\$24.00
Grounds Hire (without power) - per day	C	Local Government Act 2009 s262(3)c	\$107.27	\$10.73	\$118.00
Grounds Hire (with power) - per day	C	Local Government Act 2009 s262(3)c	\$168.18	\$16.82	\$185.00
Casual Grounds Hire - per hour	C	Local Government Act 2009 s97(2)c	\$20.00	\$2.00	\$22.00

For short term use of the Showgrounds that is, where a hirer may conduct an activity requiring a grassed area only and requires use of power and toilets.

Bond (per event) No GST	C	Local Government Act 2009 s262(3)c	\$440.00	\$0.00	\$440.00
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Variable Costs

Air conditioning for Main Hall - per hour	C	Local Government Act 2009 s262(3)c	\$34.55	\$3.45	\$38.00
Technical Staff - per person per hour	C	Local Government Act 2009 s262(3)c	\$57.27	\$5.73	\$63.00
Cleaning of Hall after event (if applicable/per hour)	C	Local Government Act 2009 s262(3)c	\$42.73	\$4.27	\$47.00
Consumables	C	Local Government Act 2009 s262(3)c	At Cost		

Deposit

This is payable at time of submitting signed venue hire agreement.

Security Bond payable 1 month before the event.

Deposit	C	Local Government Act 2009 s262(3)c	\$310.00	\$0.00	\$310.00
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Name	Commercial or Regulatory Fee	Legislation	Year 23/24		
			Fee (excl. GST)	GST	Fee (incl. GST)

BURDEKIN MEMORIAL HALL VENUE HIRE

20% Discount will apply to invoice total for Council approved community and non-for-profit groups (excludes labour hire).

Fixed Costs

Full Venue Hire	C	Local Government Act 2009 s262(3)c	\$872.73	\$87.27	\$960.00
Full Venue Hire (includes only Main & Minor Halls, Full Kitchen, Bar and Cold Room, Tables, Chairs, Stage, Risers and Basic Sound/Lighting) excludes Technician					
Main Hall	C	Local Government Act 2009 s262(3)c	\$381.82	\$38.18	\$420.00
Lighting and PA System - Sound	C	Local Government Act 2009 s262(3)c	\$84.55	\$8.45	\$93.00
Bar & Cold Room	C	Local Government Act 2009 s262(3)c	\$145.45	\$14.55	\$160.00
Kitchen Hire - Full Hire (includes ovens)	C	Local Government Act 2009 s262(3)c	\$259.09	\$25.91	\$285.00
<ul style="list-style-type: none"> - Deep Fryer - Stove - Fridge x 2 - Warmer x 2 - Dishwasher - Benches - Bain Marie x 2 					
Coldroom (kitchen)	C	Local Government Act 2009 s262(3)c	\$84.55	\$8.45	\$93.00
Bain Marie each (2 available)	C	Local Government Act 2009 s262(3)c	\$20.91	\$2.09	\$23.00
Minor Hall	C	Local Government Act 2009 s262(3)c	\$113.64	\$11.36	\$125.00
Meeting Room - per hour including air conditioning	C	Local Government Act 2009 s262(3)c	\$28.18	\$2.82	\$31.00
Community Groups - First 2 hours at cost of 1 hour, then pay hourly.					
Meeting Room - Annual Booking (up to 10 meetings/year)	C	Local Government Act 2009 s262(3)c	\$254.55	\$25.45	\$280.00
Upright Piano	C	Local Government Act 2009 s262(3)c	\$34.55	\$3.45	\$38.00
Piano Tuning	C	Local Government Act 2009 s262(3)c			At Cost

Variable Costs

Main Hall - Rehearsals/Set Up (per hour with 3 hour min)	C	Local Government Act 2009 s262(3)c	\$23.64	\$2.36	\$26.00
Main Hall - Airconditioning - per hour	C	Local Government Act 2009 s262(3)c	\$56.36	\$5.64	\$62.00
Cleaning - per person per hour	C	Local Government Act 2009 s262(3)c	\$42.73	\$4.27	\$47.00
Technical - per person per hour	C	Local Government Act 2009 s262(3)c	\$57.27	\$5.73	\$63.00
Venue Supervisor - per person per hour	C	Local Government Act 2009 s262(3)c	\$60.00	\$6.00	\$66.00
Venue Supervisor - per person per hour - Sunday/Public Holidays (Minimum 3 hours)	C	Local Government Act 2009 s262(3)c	\$77.27	\$7.73	\$85.00

Name	Commercial or Regulatory Fee	Legislation	Year 23/24		
			Fee (excl. GST)	GST	Fee (incl. GST)

Variable Costs [continued]

Kitchen Hire - per day (Minimum 4 hour use)	C	Local Government Act 2009 s262(3)c	\$56.36	\$5.64	\$62.00
This fee excludes Food Warmers, Ovens, Bain Maries & Hot Plates.					
Minor Hall - Meeting, Rehearsal - per hour	C	Local Government Act 2009 s262(3)c	\$23.64	\$2.36	\$26.00
Minor Hall - Airconditioning - per hour	C	Local Government Act 2009 s262(3)c	\$15.45	\$1.55	\$17.00
Consumables	C	Local Government Act 2009 s262(3)c			At Cost
External Equipment Hire	C	Local Government Act 2009 s262(3)c			At Cost

Deposit

Deposit	C	Local Government Act 2009 s262(3)c	\$360.00	\$0.00	\$360.00
This deposit is for the hire of the hall and is non-refundable if cancellation is less that one month prior to production.					
This is payable at time of submitting signed venue hire agreement.					
This deposit will be deducted from the final amount owing.					

Name	Commercial or Regulatory Fee	Legislation	Year 23/24		
			Fee (excl. GST)	GST	Fee (incl. GST)

BURDEKIN THEATRE VENUE HIRE

20% Discount will apply to invoice total for Council approved community and non-for-profit groups (excludes labour hire).

Fixed Costs

Auditorium - per show/per day	C	Local Government Act 2009 s262(3)c	\$531.82	\$53.18	\$585.00
Community Groups Only - Auditorium Minimum Stage and Production up to 6 hours (used for speaker presentation)	C		\$109.09	\$10.91	\$120.00
Ongoing Continuous Full Day Hire (for second and subsequent performances)	C	Local Government Act 2009 s262(3)c	\$263.64	\$26.36	\$290.00
Rehearsal (Non-performance day & Max 4 Hour Block)	C	Local Government Act 2009 s262(3)c	\$105.45	\$10.55	\$116.00
Event Creation	C	Local Government Act 2009 s262(3)c	\$100.00	\$10.00	\$110.00
Friends of the Theatre	C	Local Government Act 2009 s262(3)c	\$148.18	\$14.82	\$163.00
Fee set by Friends of the Theatre Community Groups refer separate Friends of Theatre fees.					
Foyer (inc chairs & tables, Up to 12 Hours)	C	Local Government Act 2009 s262(3)c	\$159.09	\$15.91	\$175.00
Foyer - Half Day (inc chairs & tables, Up to 4 Hours)	C	Local Government Act 2009 s262(3)c	\$84.55	\$8.45	\$93.00
Foyer - Ongoing Days	C	Local Government Act 2009 s262(3)c	\$84.55	\$8.45	\$93.00
Deck (including chairs & tables)	C	Local Government Act 2009 s262(3)c	\$45.45	\$4.55	\$50.00
* Deck can only be hire in conjunction with hire of the Burdekin Theatre Foyer					
Loft - Full Day (Up to 12 Hours)	C	Local Government Act 2009 s262(3)c	\$136.36	\$13.64	\$150.00
Loft - Half Day (Up to 4 Hours)	C	Local Government Act 2009 s262(3)c	\$65.45	\$6.55	\$72.00
Loft - Ongoing Days - per day	C	Local Government Act 2009 s262(3)c	\$65.45	\$6.55	\$72.00
Forecourt	C	Local Government Act 2009 s262(3)c	\$65.45	\$6.55	\$72.00
Piano - Grand	C	Local Government Act 2009 s262(3)c	\$172.73	\$17.27	\$190.00
Piano - Baby Grand	C	Local Government Act 2009 s262(3)c	\$121.82	\$12.18	\$134.00
Piano - Upright	C	Local Government Act 2009 s262(3)c	\$65.45	\$6.55	\$72.00
Piano Tuning	C	Local Government Act 2009 s262(3)c			At Cost
Basic PA System	C	Local Government Act 2009 s262(3)c	\$140.91	\$14.09	\$155.00
Small Projector and Projector Screen (per event/ per day)	C	Local Government Act 2009 s262(3)c	\$89.09	\$8.91	\$98.00
Large Projector and Projector Screen (per event/ per day)	C	Local Government Act 2009 s262(3)c	\$183.64	\$18.36	\$202.00
Small Events Technical Package	C	Local Government Act 2009 s262(3)c	\$677.27	\$67.73	\$745.00

Name	Commercial or Regulatory Fee	Legislation	Fee (excl. GST)	Year 23/24 GST	Fee (incl. GST)
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Fixed Costs [continued]

Medium Events Technical Package	C	Local Government Act 2009 s262(3)c	\$1,140.91	\$114.09	\$1,255.00
Portable Stage & Risers (25 pieces/per piece)	C	Local Government Act 2009 s262(3)c	\$13.64	\$1.36	\$15.00
Hire of Van	C	Local Government Act 2009 s262(3)c			At Cost

Variable Costs

Power - per kw	C	Local Government Act 2009 s262(3)c	\$0.50	\$0.05	\$0.55
Booking Fee - per ticket	C	Local Government Act 2009 s262(3)c	\$2.73	\$0.27	\$3.00
Air Conditioning - Auditorium - per hour	C	Local Government Act 2009 s262(3)c	\$41.82	\$4.18	\$46.00
Venue Supervisor - per person per hour	C	Local Government Act 2009 s262(3)c	\$60.00	\$6.00	\$66.00
Venue Supervisor - per person per hour - Sunday/Public Holidays (Minimum 3 hours)	C	Local Government Act 2009 s262(3)c	\$77.27	\$7.73	\$85.00
Technical Staff - per person per hour	C	Local Government Act 2009 s262(3)c	\$57.27	\$5.73	\$63.00
Bar Staff - per person per hour	C	Local Government Act 2009 s262(3)c	\$41.82	\$4.18	\$46.00
Cleaning - per person per hour	C	Local Government Act 2009 s262(3)c	\$42.73	\$4.27	\$47.00
Foyer - Air Conditioning - per hour	C	Local Government Act 2009 s262(3)c	\$23.64	\$2.36	\$26.00
Loft - Air Conditioning - per hour	C	Local Government Act 2009 s262(3)c	\$23.64	\$2.36	\$26.00
Consumables	C	Local Government Act 2009 s262(3)c			At Cost
External Equipment Hire	C	Local Government Act 2009 s262(3)c			At Cost

Community Groups Friends of the Theatre Fees

Front of House Attendants (Paid to Friends of the Theatre - per community show)	C	Local Government Act 2009 s262(3)c	\$124.55	\$12.45	\$137.00
Front of House Attendants (3 door people - per community show)	C	Local Government Act 2009 s262(3)c	\$74.55	\$7.45	\$82.00
Front of House Attendants (Junior Eisteddfod - per session)	C	Local Government Act 2009 s262(3)c	\$26.36	\$2.64	\$29.00

Deposit

Deposit	C	Local Government Act 2009 s262(3)c	\$585.00	\$0.00	\$585.00
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This deposit is for the hire of the auditorium and is non-refundable if cancellation is less than one month prior to production.

This is payable at time of submitting signed venue hire agreement.

Name	Commercial or Regulatory Fee	Legislation	Fee (excl. GST)	Year 23/24 GST	Fee (incl. GST)
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BURDEKIN THEATRE - MARKETING - COMMERCIAL

Email Related

Feature in Multi Event Blast to Full Database	C	Local Government Act 2009 s262(3)c	\$140.00	\$14.00	\$154.00
Dedicated Email Blast to Full Database	C	Local Government Act 2009 s262(3)c	\$354.55	\$35.45	\$390.00

Social Media/Website

Facebook Cover Photo	C			\$100.00 per month	
Facebook Event Listing (Created by Burdekin Theatre)	C		\$65.45	\$6.55	\$72.00
Facebook Event Listing (Created by Hirer, Theatre to Co-host)	C		\$32.72	\$3.27	\$36.00
Facebook/Instagram Post (per post)	C		\$27.27	\$2.73	\$30.00
Social Media Paid Campaign	C				At Cost
Website Scrolling Banner	C			\$100.00 per month	

Physical Venue Marketing

A3 Poster Printing for Internal Display (per poster)	C		\$0.91	\$0.09	\$1.00
A1 Poster Printing for Internal Display (per poster)	C		\$1.36	\$0.14	\$1.50
Tagging Supplied Posters with Venue Details for Display	C		\$46.36	\$4.64	\$51.00
Poster Distribution (Minimum 30 - Supplied)	C	Local Government Act 2009 s262(3)c	\$1.36	\$0.14	\$1.50
Poster Distribution (Minimum 30 - Printed at Venue)	C		\$1.82	\$0.18	\$2.00
Flyer Distribution (DL - Supplied)	C	Local Government Act 2009 s262(3)c	\$0.14	\$0.01	\$0.15
Flyer Distribution (DL - Printed at Venue)	C		\$0.45	\$0.05	\$0.50
Street Front Digital Signage	C			\$200.00 per month	
Large Community Notice Billboard (Plantation Park)	C				At Cost

External Advertising

Larger/Additional Newspaper Advertising	C				At Cost
Newspaper Advertising (Full Column)	C				At Cost
Newspaper Advertising (Will be shared with one other event)	C				At Cost
Radio Advertising	C				At Cost
Television Advertising (Ad Supplied)	C				At Cost

Television Presentations

Graphic Design Services

All Other Graphic Design as needed	C			\$50.00 per hour	
Banner Design for Web/Facebook (with supplied images/logos)	C		\$45.45	\$4.55	\$50.00

Name	Commercial or Regulatory Fee	Legislation	Year 23/24		
			Fee (excl. GST)	GST	Fee (incl. GST)

Graphic Design Services [continued]

Poster Design (with supplied images/logos)	C		\$140.91	\$14.09	\$155.00
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Name	Commercial or Regulatory Fee	Legislation	Year 23/24		
			Fee (excl. GST)	GST	Fee (incl. GST)

VISITOR INFORMATION SERVICES

Gold Membership	C	Local Government Act 2009 s262(3)c	\$240.91	\$24.09	\$265.00
Silver Membership	C	Local Government Act 2009 s262(3)c	\$154.55	\$15.45	\$170.00
Bronze Membership	C	Local Government Act 2009 s262(3)c	\$100.00	\$10.00	\$110.00
Explore Membership	C	Local Government Act 2009 s262(3)c	\$72.73	\$7.27	\$80.00



6.3.2. FINANCIAL AND ADMINISTRATIVE SERVICES

Adoption of Non-Current Asset Accounting Policy

File Reference: 1192

Report Author: Helen Swinney, Financial Accountant

Authoriser: Kim Olsen, Manager Finance and Administrative Services

Meeting Date: 13 June 2023

Link to Corporate/Operational Plan:

Burdekin Shire Council Corporate Plan 2022-2027

5.2.4: Undertake regulatory responsibilities in accordance with legislative obligations.

Executive Summary

The revised Non-Current Asset Accounting Policy will amend the current policy, adopted at the Ordinary Council Meeting on 8 June 2021.

No changes to this policy have occurred.

Recommendation

That Council adopts the attached Non-Current Asset Accounting Policy.

Background

Council's Non-Current Asset Accounting Policy was first adopted in 2013 with the objective to provide a framework for the capture, recognition and control of Council's non-current assets based on legislative requirements and Australian Accounting Standards. The Policy has been continually revised in accordance with its review schedule.

Consultation

The Draft Policy was reviewed with Councillors in a Council Budget workshop held on 2 March 2023.

Budget & Resource Implications

Not Applicable.

Legal Authority & Implications

A Local Government Non-Current Asset Accounting Policy must comply with the *Local Government Act 2009* and the *Local Government Regulation 2012* and the Australian Accounting Standards.

Policy Implications

This replaces the previous Non-Current Asset Accounting Policy and will be updated in Council's Policy Register and published to Council's website.

Risk Implications (Strategic, Operational, Project Risks)

This policy helps to mitigate risks associated with improper identification and recording of assets.

This policy supports Council's strong commitment to transparency, accountability, and adherence to the governance framework.

Attachments

1. Non-Current Asset Accounting Policy

Policy Type	Corporate
Function	Financial Management
Policy Owner	Manager Financial and Administrative Services
Policy Contact	Financial Accountant Assets
Effective Date	1 July 2023

Purpose

The purpose of this policy is to regulate and guide the identification and recording of assets of the Burdekin Shire Council to ensure compliance with the *Local Government Act 2009*, *Local Government Regulation 2012* and *Australian Accounting Standards and Interpretations*.

Scope

This policy applies to all asset accounting related activities for property, plant and equipment, and intangible assets. Please refer to the following asset classification section for specific details of the asset classes and examples of assets in each class.

This policy does not apply to property, plant and equipment that are held for sale which will be recorded in accordance with Accounting Standard *AASB 5 Non-Current Assets held for Sale and Discontinued Operations*, and disposed in accordance with the *Local Government Act 2009*, and other relevant Council policies and procedures.

Objectives

The objectives of this policy are to:

- ensure compliance with prescribed legislation and Australian Accounting Standards;
- outline the accounting principles to be followed by Council employees when identifying, recognising, recording and valuing Burdekin Shire Council's property, plant and equipment.

Policy Statement

Asset Classifications

A class of property, plant and equipment is a grouping of assets of a similar nature and use. The classes of property, plant and equipment assets relevant to the Burdekin Shire Council are:

Asset Class	Examples of Assets Forming the Asset Class
Land and Improvements	Land, land under roads, restoration and landfill improvements.
Buildings	Corporate and cultural buildings, residential houses, swimming pools, sheds, public conveniences, caravan park cabins, demountables.
Transport (Road & Bridges)	Road structures, box culverts, pipes, kerb and channel, footpaths, speed bumps, car parks, nodes, roundabouts, bridges and major culverts.
Drainage	Box culvert, pipe, inverts, manholes, stormwater pits, lined channels and special drainage projects.
Water	Reticulation pipes, bore sites, water towers, buildings, treatment plants, storage facilities.

Asset Class	Examples of Assets Forming the Asset Class
Sewerage	Treatment plants, pump stations, rising mains, reticulation mains, manholes.
Plant and Equipment	Office equipment, computer hardware equipment, common use/general purpose library books, motor vehicles (sedans and utilities), trucks, heavy equipment, trailers, mowers, boats & motors, etc.
Other Assets	Fibre optic, car parks (off road), internal roads, landscaping, fencing, structures (BBQ shelters, rotundas, gazebo, bus shelters), playground equipment, basketball half courts, shade covers, in-ground irrigation systems, park furniture, solar powered lights, boat ramps and pontoons, aerodrome runways, signage, heritage tractor, etc.
Leasehold Improvements	Improvements to assets leased by Council.
Intangible Assets	Software.
Work in Progress	Property, plant and equipment, and intangible assets under construction or in progress, which are not yet in a location and condition necessary for it to be capable of operating in the manner intended by management.

Asset Recognition

The following criteria must be met for an item to be recognised as an asset in the Council's financial asset register:

- it is probable that future economic benefits associated with the item will flow to Council;
- the cost or fair value of the item can be measured reliably;
- Council has control over the asset;
- the cost or fair value exceeds Council's asset recognition threshold; and
- expected to be used for more than one financial year.

An item of property, plant and equipment that qualifies for recognition as an asset shall initially be measured at cost.

Asset Recognition Thresholds

Council is required under the *Local Government Regulation 2012* s 206 (2) by resolution to set an amount for each different type of physical asset below which the value of the asset must be treated as an expense.

If the expenditure for the item is equal to or above the threshold it may be capitalised as an asset if it meets all the recognition criteria. Capitalisation is the process of recognising an asset in Council's financial statements as a non-current asset.

The threshold to recognise costs as an asset are as follows:

Asset Type	Threshold (GST exclusive)
Land	\$1
Land Improvements	\$5,000
Buildings	\$5,000
Infrastructure (Roads and Bridges, Water, Sewerage)	\$5,000
Plant and Equipment	\$5,000

Asset Type	Threshold (GST exclusive)
Office Equipment, Furniture & Fittings	\$5,000
All other assets (including intangible assets)	\$5,000

The above thresholds must be disclosed by way of note in the Council's general purpose financial statements.

Buildings, Other Assets and Infrastructure asset classes – If the total capital expenditure per project exceeds the asset class capitalisation threshold, as stated in the recognition threshold table above, the project is capitalised irrespective of whether or not the individual asset components exceed the capitalisation threshold.

Minor land parcels which have no realisable market value and possess limited or negligible service potential, for example, access restrictions, pump stations, are recorded in Council's financial asset register at a nominal value.

Land that is a reserve under the Land Act and a road that is not owned by the Council do not have a value for the purposes of the Council's general purpose financial statements.

Land under Roads

Land under roads acquired before 30 June 2008 is recognised as a non-current asset where the Council holds title or a financial lease over the asset. Freehold land under roads which is controlled by Council and acquired prior to 1 July 2008 is recognised at fair value. Land under the road network within the Council area that has been dedicated and opened for public use under the *Land Act 1994* or the *Land Title Act 1994* is not controlled by Council but is controlled by the State pursuant to the relevant legislation. Therefore this land is not recognised as Council's asset.

Land under roads acquired on or after 1 July 2008 must be recognised in accordance with *AASB 116 Property Plant and Equipment*.

Contributed Assets

All Council assets that qualify for recognition are to be measured initially at cost. Where Council acquires an asset at nil cost or nominal value the asset is called a contributed asset. This can occur by way of contracts with developers, State Government arrangements or bequests to Council.

If the contributed asset is land, Council takes ownership when the title passes to Council.

If the contributed asset is infrastructure, Council takes ownership when a practical completion inspection has been undertaken and the asset becomes "on Council maintenance".

The cost of a contributed asset is the fair value at the date of acquisition as assessed by a suitably qualified person. This is not considered a revaluation of the asset at that time.

Not Previously Recognised Assets

Where material assets are identified from prior accounting periods that have not been recognised in the financial statements they should be treated as a correction of an error under *AASB 108 Accounting Policies, Changes in Accounting Estimates and Errors*. Prior period comparative information will need to be adjusted to reflect the not previously recognised assets when they are material.

Networked Assets

A network is a grouping of multiple assets that are individually below the capitalisation threshold. These assets perform a whole service and require recognition in the financial statements due to their collective value, e.g. library books, CBD bins, BBQ shelters.

Asset Expenditure

It is imperative that costs are classified correctly as either:

- an expense, which is accounted for in the Comprehensive Income Statement and affects the Council's operating result; OR
- Capital, which is included in the cost of an asset. Capital costs are accounted for in the Statement of Financial Position of the Council and depreciated where applicable. These can be for a new, upgrade/renewal or replacement asset.

Costs may be initial or subsequently incurred after initial purchase.

Initial capital costs include those to purchase or construct an asset and getting it ready for use.

Examples include:

- Purchasing price, including import duties and non-refundable purchase taxes, after deducting trade discounts and rebates.
- Any costs directly attributable to bringing the asset to the location and condition necessary for it to be capable of operating in the manner intended, e.g. employee expenses directly from construction or acquisition; costs of site preparation; initial delivery and handling costs; costs of testing whether asset is functioning properly; professional fees; design costs.
- Initial estimate of costs to dismantle and remove the item and restore site location where the obligation is recognised and measured under *AASB 137 Provisions, Contingent Liabilities and Contingent Assets*, e.g. Landfill restoration.

Once the asset is in the location and condition necessary for it to be capable of being operated in the manner intended, the capitalising of costs cease.

The following initial costs are expensed and are not capitalised:

- general administration and other indirect overhead costs;
- training costs.

Expenditure after Initial Purchase

Where costs are incurred subsequent to the initial purchase of the asset, they can only be capitalised when it improves the condition of the asset beyond its originally assessed standard of performance or capacity. This can occur through:

- extending the annual service potential provided by the asset; or
- extending the useful life of the asset.

Repairs and maintenance are to be expensed as incurred e.g. repairs for damage or wear or tear that would have prevented the asset reaching its original estimated useful life, such as day to day servicing.

Spare Parts

Minor items of spare parts are charged to the item of plant and expensed to the Comprehensive Income Statement.

Major spare parts and stand-by equipment are recognised as plant and equipment when:

- the expenditure exceeds the asset recognition threshold; and
- the benefits from the item will be for more than one financial year.

Asset Disposal

An asset is to be derecognised in the financial asset register when it is sold, traded, scrapped, lost, stolen, destroyed, decommissioned, abandoned or by any other factors which cause an asset to cease providing a future economic benefit to Council.

If the asset is to be sold, the provisions of *AASB 5 Non-Current Assets Held for Sale and Discontinued Operations* may apply.

When an asset is destroyed, scrapped, lost or stolen, it is written-off and a loss is recorded in the Comprehensive Income Statement.

Assets withdrawn permanently from use and demolition/removal

Where an asset is permanently retired from use, the fair value of the asset must be reviewed. If the asset class to which the asset belongs is not being revalued then the provisions of *AASB 136 Impairment of Assets* may apply.

Where an asset is demolished and a new asset is constructed in its place, the carrying amount of the old asset is derecognised in accordance with *AASB 116 Property Plant & Equipment*. The cost of demolition or removal of the old asset can be capitalised as site preparation costs of the new asset only if there is:

- no provision for restoration of the old asset; and
- prior to demolition a formal Council commitment to demolish and build on the site of the old asset, e.g. Council meeting minute.

If an asset is demolished or removed and there is no formal commitment to rebuild on the site prior to demolition or removal, the costs are to be expensed.

If the asset is valued at fair value and the costs of demolition or removal have been capitalised as site preparation costs, consideration should be given to impairment tests to ensure the asset value is not overstated.

Register of Non-Current Assets

A list of all of the Council's non-current assets, other than those items which are under the asset threshold and treated as an expense, must be recorded in a register which is to be kept by the Council.

The asset register is to record as a minimum:

- opening and closing balances; and
- capital expenditures; and
- depreciation charges; and
- revaluation increments and decrements; and
- disposals/write offs; and
- not previously recognised and contributed assets; and
- internal transfers; and
- impairment losses; and
- all relevant dates of the above.

Complex Assets

A complex asset is one where it can be apportioned to significant components.

Complex assets include buildings (e.g. major community and corporate building), road networks, and water and sewerage distribution networks.

The significant components of a complex asset are identified and depreciated separately. This provides more reliable and relevant information for users of the financial statements and asset management.

A significant component is one that meets the following criteria:

- can be separately identifiable and measurable and is able to be separated from the complex asset; and
- requires replacement at regular intervals during the life of the complex asset that is different to other components; and
- has a significant value in relation to the total cost of the complex asset; and
- has a different estimated useful life from the complex asset so that failure to depreciate it separately would result in a material difference in the annual depreciation expense for that asset.

Examples of complex assets and their potential significant components are:

- Roads – subgrade, pavement, seal, kerb and channelling, footpaths, roundabouts;
- Buildings – substructure, superstructure, roof structure, roof sheeting, finishes (fit-out), fittings, services and external services.

On replacement of a component of a complex asset the existing written down value of the original component should be derecognised.

Depreciation

Where non-current assets have a limited useful life they must be depreciated in accordance with *AASB 116 Property, Plant and Equipment*.

Depreciation is the systematic allocation of the depreciable amount of an asset over its useful life.

Depreciation begins when an asset is available for use and ceases at the earlier of:

- the date the asset is classified as held for sale; and
- the date that the asset is derecognised.

The depreciable amount is the cost of an asset, or other amount substituted for cost, less its residual value.

Useful life is the period over which an asset is expected to be available for use by an entity.

Each part of an item of property, plant & equipment with a cost significant to the total cost shall be depreciated separately (complex assets).

The depreciation charge for each period is classified as an expense in the Statement of Comprehensive Income. Depreciation forms part of the cost of operations and contributes directly to Council's net operating result.

The depreciable amount of improvements to or on leasehold land is allocated progressively over the estimated useful lives of the improvement to the Council or the unexpired period of the lease, whichever is the shorter.

The depreciation method shall reflect the pattern in which the asset's future economic benefits are expected to be consumed by the entity. The straight-line method of depreciation is adopted by Council to reflect patterns of consumption for all non-current assets other than Land and Heritage Assets which are not subject to depreciation.

Work in progress cannot be depreciated as the assets are not available for use.

Re-Life Fully Depreciated Assets

Where an asset is valued at cost and it has been fully depreciated but is still in use, a re-life of the asset is not possible.

Where an asset is valued at fair value the revaluation process should ensure that an asset still in use has some useful life. Where however the fair value has been written down to zero and the assets are still in use they can be re-lived and revalued if they are material.

Asset Reviews

Asset depreciation rate, remaining useful life, impairment and residual value are to be reviewed at least on an annual basis by Asset custodians and management to ascertain if any amendments are required.

Valuation of Assets

An item of property, plant and equipment that qualifies for recognition as an asset shall initially be measured at cost.

Subsequent to initial recognition, Council can determine to use the Cost Basis or Fair Value Basis for the valuation of non-current assets. Council adopts to apply:

- at cost for plant and equipment, leasehold improvements and intangibles;
- land and improvements, buildings, transport (roads and bridges), water, sewerage, drainage and other assets are measured on the revaluation basis, at fair value, in accordance with *AASB 116 Property Plant & Equipment* and *AASB 13 Fair Value Measurement*.

Valuation Method by Asset Class

Fair Value is the price that would be received to sell an asset in an orderly transaction between market participants at the measurement date.

To calculate a fair value pursuant to AASB 13, information must be obtained, and/or assumptions made, about a range of factors, including but not limited to:

- the characteristics e.g. the condition and location of the asset;
- which market a sale of that asset would take place in;
- who would buy the asset and what they would take into account;
- what is the highest and best use for the asset; and
- which costs are to be taken into account.

Council shall use a valuation technique that is appropriate in the circumstances and for which sufficient data is available to measure fair value, maximising the use of relevant observable inputs and minimising the use of unobservable inputs.

The valuation technique is used to estimate the price at which an orderly transaction to sell the asset would take place between market participants at the measurement date under current market conditions. The three commonly used valuation techniques are:

- market approach; or
- income approach; or
- cost approach.

The fair value measurement assumes that the transactions are taking place in either the principal market or, in the absence of a principal market, the most advantageous market for the asset.

AASB 13 states that an entity's current use of an asset is presumed to be the highest and best use, unless market or other factors suggest that a different use would maximise the value of the asset.

Regardless of which valuation technique is used, the data inputs used for the calculation must be categorised into one of the three levels of the fair value hierarchy. The fair value hierarchy gives the highest priority to quoted prices (unadjusted) in active markets for identical assets (Level 1 inputs) and the lowest priority to unobservable inputs (Level 3 inputs).

Valuation inputs that are observable are more reliable than inputs that are unobservable, as often unobservable inputs are derived by an entity rather than reflecting market evidence. Unobservable inputs used must reflect the assumptions market participants would use when pricing the asset.

When there is observable data for similar assets available, that data is likely to represent the best indicator of the asset's fair value. For example some land and general non-specialised buildings may be valued using the market approach.

The majority of Council's assets are rarely traded and reliable comparisons with similar assets do not exist, therefore the cost approach will be the most appropriate method. Current Replacement Cost (CRC) is the most common valuation technique under the cost approach.

The valuation method for each Asset Class subsequent to initial recognition is:

Asset Class	Valuation Method
Land and Improvements	Fair Value - Market approach or cost approach where no market is readily available
Buildings	Fair Value - Market approach or cost approach where no market is readily available or if the building is of a specialised nature
Leasehold Improvement	At cost
Plant and Equipment	At cost
Other Assets	Fair Value - Cost Approach
Roads and Bridges	Fair Value - Cost Approach
Drainage	Fair Value - Cost Approach
Water	Fair Value - Cost Approach
Sewerage	Fair Value - Cost Approach
Intangible	At cost

Transfers between levels

Annually Council must review the fair value levels assigned to its assets and any resulting transfers (in or out) between levels of the fair value hierarchy shall be recognised at the end of the reporting period and disclosed if material.

Revaluation of Assets

For all assets other than those valued at cost:

At least once during each financial year non-current assets valuations should be reviewed to ascertain if there has been a material movement in fair value since the last financial year.

If there has been a material movement of fair value of the class of asset since the last financial year a revaluation is to be undertaken. This can be achieved by either engaging an independent, professionally qualified valuer or Council staff to determine the fair value of the assets. For buildings, land, bridges, other assets and specific water and sewerage assets this process involves the valuer physically sighting all assets specifically listed and making their own assessments of the condition of the assets at the date of inspection and determining the fair value. It may be appropriate in particular circumstances to have a combination of internal and external expertise. A combination of unit rates and condition assessments are used to value the remaining assets. Unit rates used are either derived rates, actual construction rates or calculated using first principles. Condition is assessed by physically sighting a sample of assets or by using aged based analysis. Process guidelines, maintenance history and regular inspection reports are also considered.

If there has been no material movement of fair value, indices/desktop updates as supplied by a qualified valuer/internal qualified staff may be applied for the intervening years until a full revaluation is undertaken. There must be sufficient evidence retained that the index used is robust, valid and appropriate to the asset class.

When reviewing the applicable indices Council staff may take into consideration not applying the index if it is less than a 5 percent variance (greater or lower) than the prior year. However, should Council decide not to apply an index in a financial year, when reviewing the fair value movements in the following financial year, the index will be calculated on a cumulative basis.

A full revaluation of all applicable asset classes should be undertaken at least once every three to five years. However, when an asset class has significant and volatile changes in fair value a revaluation should be undertaken annually.

If an item of property, plant and equipment is revalued, the entire class of property, plant and equipment to which that asset belongs shall be revalued. A class of assets may be revalued on a rolling basis provided the revaluation of the assets is completed within a short period and revaluations are kept up to date.

Complex asset components are measured on the same basis as the assets to which they relate, e.g. Building asset class is valued at fair value therefore each building component is valued at fair value.

Revaluation and accumulated depreciation

When an item of property, plant and equipment is revalued, accumulated depreciation is restated proportionately with the change in the carrying amount of the asset and any change in the estimate of the remaining useful life.

Revaluation increments and decrements

If the fair value of the asset class increased as a result of the revaluation, the net increment must be credited to the asset revaluation surplus for that asset class. However, when the net revaluation increase reverses a previous decrement that was recognised in the profit and loss as an expense for that asset class, the net revaluation increase must be recognised in the profit and loss as income to the extent of the previous decrement.

Net revaluation decrements for each asset class must be recognised in the profit and loss, except to the extent it reverses a previous increment for that asset class which was recognised in the asset revaluation surplus and there is a positive balance in the asset revaluation surplus to absorb the new decrement.

Increments and decrements for individual asset revaluations are offset within the relevant asset class revaluation surplus.

Asset revaluation surplus – disposal of assets

When an asset is disposed of, the amount reported in the asset revaluation surplus in respect of that asset is retained in the asset revaluation surplus and not transferred to retained surplus.

Asset Impairment

All non-current assets including intangible assets are to be reviewed on an annual basis for indicators of impairment by asset custodians and management.

Where the fair value of the asset exceeds the recoverable amount it is recorded as an impairment loss. The recoverable amount of an asset is the higher of its fair value less costs to sell and its value in use. Where assets have been revalued at fair value there should not be any impairment loss as the recoverable amount should be equal to the fair value.

An impairment loss is recognised as an expense in the Statement of Comprehensive Income, except where the asset is at fair value. When there is an impairment loss on a revalued asset the impairment loss is offset against the asset revaluation surplus of the relevant asset class to the extent available. Any remaining loss is then expensed in the Statement of Comprehensive Income.

Materiality

Materiality plays an essential part in the decision making process and preparation of the financial statements. This is because information contained or omitted from the financial statements can impair its usefulness to users.

Materiality is a concept which requires professional judgement. An omission or misstatement of an item is material if, individually or collectively, it would influence the economic decisions of users of the financial statements or the accountability of management or governing body.

In assessing materiality the size and nature of the omission or misstatement are usually evaluated together. The surrounding circumstances should also be considered.

The preliminary level of materiality can be obtained from the Queensland Audit Office Annual External Audit Plan for Burdekin Shire Council. The touch points to the Financial Statements need to be considered when assessing materiality. The Financial Statement elements are:

- Statement of Comprehensive Income;
- Statement of Financial Position (total assets excluding PPE);
- Property, plant and equipment.

Risk Management

This policy helps to mitigate risks associated with improper identification and recording of assets.

This policy supports Council's strong commitment to transparency, accountability, and adherence to the governance framework.

Legislation

Australian Accounting Standards and Interpretations

Local Government Act 2009

Local Government Regulation 2012

Definitions and Abbreviations

Asset	is a resource controlled by the Council as a result of past events and from which future economic benefits are expected to flow to the Council. The asset can be
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tangible, i.e. have a physical substance (e.g. land, buildings) or intangible, i.e. no physical substance (e.g. computer software).

Asset Class is a grouping of assets of a similar nature and use, e.g. land, buildings, machinery.

Asset Custodian is a Council officer who has the day-to-day management of a Council asset.

Cost is the amount of cash or cash equivalents paid, or the fair value of the other consideration given, to acquire an asset at the time of its acquisition or construction, e.g. contributed physical asset.

Cost Approach is a valuation technique that reflects the amount that would be required currently to replace the service capacity of an asset (often referred to as current replacement cost).

Council Control means Council has control of an asset if Council has the power to obtain the future economic benefits flowing from the resource and to restrict the access of others to those benefits.

Depreciable Amount is the cost of an asset, or other amount substituted for cost, less its residual value.

Depreciation is the systematic allocation of the depreciable amount of an asset over its useful life.

Economic Benefit is the potential to contribute, directly or indirectly, to the flow of cash or cash equivalents to the Council. It includes social, environmental and financial benefits to Council.

Expenditure Definitions

Operating Expenditure is recurrent expenditure that is continuously required, e.g. electricity, staff, overheads, fuel.

Maintenance Expenditure is recurrent asset expenditure that is periodically or regularly required as part of the anticipated schedule of works needed to ensure the asset achieves its useful life. It can include, minor parts, painting, servicing, repairs, etc.

Capital Expenditure is major expenditure that has benefits beyond 12 months. It includes renewal/replacement, upgrade and new assets.

Capital Renewal / Replacement is periodical expenditure on existing assets that returns the service potential or the life of the asset up to that which it had originally.

Capital Upgrade is expenditure that enhances an existing asset to provide a higher level of service or increase the life of the asset beyond its original life, e.g. widening of road, building extension.

Fair Value is the price that would be received to sell an asset in an orderly transaction between market participants at the measurement date.

First Principles current purchase prices are obtained for components of the asset together with the costs to install, which may include plant, labour and sundry material costs.

Highest and Best Use	means the use of a non-financial asset by market participants that would maximise the value of the asset or the group of assets within which the asset would be used.
Impairment	an asset is impaired when its recoverable amount is less than its carrying amount.
Infrastructure Assets	typically these assets are large interconnected networks or composite assets that meet the needs of the community, e.g. roads, water, sewerage. Generally, these assets have long lives and often have no market value.
Income Approach	is a valuation technique that converts future amounts (e.g. cash flows or income and expenses) to a single current (i.e. discounted) amount. The fair value measurement is determined on the basis of the value indicated by current market expectations about those future amounts.
Inputs	<p>the assumptions that market participants would use when pricing the asset, including assumptions about risk, such as the following:</p> <ul style="list-style-type: none"> • the risk inherent in a particular valuation technique used to measure fair value; and • the risk inherent in the inputs to the valuation techniques. <p>Inputs may be observable or unobservable.</p>
Level 1 Inputs	quoted prices (unadjusted) in active markets for identical assets that the entity can access at the measurement date.
Level 2 Inputs	inputs other than quoted prices included within Level 1 that are observable for the asset, either directly or indirectly.
Level 3 Inputs	unobservable inputs for the asset.
Market Approach	is a valuation technique that uses prices and other relevant information generated by market transactions involving identical or comparable (i.e. similar) assets or group of assets, such as a business.
Material	omissions or misstatements of items are material if they could, individually or collectively, influence the economic decisions that users make on the basis of the financial statements. Materiality depends on the size and nature of the omission or misstatement judged in the surrounding circumstances. The size or nature of the item, or a combination of both, could be the determining factor.
Minor Assets	are items that would meet most of the asset recognition tests but have been acquired for cost less than \$1 (land) or \$5,000 (all other assets). These assets are treated as an expense as they are under the capitalisation threshold.
Nominal Cost	means an asset provided to Council at no cost or a very small amount.
Non-Current Asset	is an asset that provides an economic benefit for a period greater than one year.
Observable Inputs	are inputs that are developed using market data, such as publicly available information about actual events or transactions, and that reflect the assumptions that market participants would use when pricing the asset.
Recoverable Amount	is the higher of an asset's net selling price and its value in use.

- Remaining Useful Life** is the remaining operational life of an asset, irrespective of the period an asset has been in use and its initial estimate of useful life.
- Residual Value** is the estimated amount that the Council would currently obtain from the disposal of the asset, after deducting the estimated costs of disposal, if the asset were already of the age and in the condition expected at the end of its useful life.
- Unobservable Inputs** are inputs for which market data is not available and that are developed using the best information available about the assumptions that market participants would use when pricing the asset.
- Useful Life** is the period over which an asset is expected to be available for use by Council.

Document History and Version Control

Title of Document	Non-Current Asset Accounting Policy
Document Reference Number	FIN-POL-0012 Rev 2
Review Schedule	24 months
Council Meeting Date	8 June 2021
Council Resolution Number	1649658

6.3.3. FINANCIAL AND ADMINISTRATIVE SERVICES

Code of Competitive Conduct - Business Activities

File Reference:

Report Author: Kim Olsen, Manager Finance and Administrative Services

Authoriser: Nick OConnor, Director Corporate and Community Services

Meeting Date: 13 June 2023

Link to Corporate/Operational Plan:

Burdekin Shire Council Corporate Plan 2022-2027

5.2.1: Demonstrate open and transparent leadership.

5.2.2: Responsibly manage Council's financial position to ensure sustainability.

5.2.3: Implement effective governance frameworks.

5.2.4: Undertake regulatory responsibilities in accordance with legislative obligations.

Executive Summary

This report outlines the legislative requirements relating to Business Activities of Local Governments and identifies Council's prescribed business activities.

Recommendation

That Council:

1. Determines that none of its business activities satisfy the statutory threshold for classification as a significant business activity; and
2. Determines that the code of competitive conduct should not apply to the Caravan Park as a prescribed business activity for the 2023/24 financial year as Council considers the cost of applying the code will outweigh the benefits of applying the code.

Background

The *Local Government Act 2009* provides the framework and requirements in relation to Business Activities for Local Governments.

Section 45 of the *Local Government Act 2009* states that a local government's annual report for each financial year must:

- a. contain a list of all the business activities that the Local Government conducted during the financial year; and
- b. identify the business activities that are significant business activities; and
- c. state whether or not the competitive neutrality principle was applied to the significant business activities, and if the principle was not applied, the reason why it was not applied; and
- d. state whether any of the significant business activities were not conducted in the preceding financial year, i.e. whether there are any new significant business activities.

The *Local Government Act 2009* defines a business activity as:
trading in goods and services by the Local Governments.

Section 47(7) of the Act requires that:

A Local Government must decide each financial year, by resolution, whether or not to apply the code of competitive conduct to a business activity prescribed under a regulation.

Section 47(8) of the Act requires that:

If the Local Government decides not to apply the code of competitive conduct to the business activity, the resolution must state reasons for not doing so.

Section 39 of the *Local Government Regulation 2012* defines a prescribed business activity as one in which the amount of current expenditure for the business activity for the previous financial year is \$340,000.00 or more. Current expenditure is defined under section 39 of the *Local Government Regulations 2012* as the total amounts spent in conducting the activity for the year which includes operational costs, administrative and overhead costs, cost of resources and depreciation.

Under section 43(4) of the *Local Government Act 2009*, a prescribed business activity becomes a significant business activity of a Local Government if it is conducted in competition, or potential competition, with the private sector (including off-street parking, quarries, sporting facilities, for example); and meets the threshold prescribed under a regulation. It does not include a building certifying activity, roads activity or library services.

Under the *Local Government Regulation 2012*, this threshold is expenditure that is at least \$9.7m for the financial year ending immediately before the current financial year unless a Local Government has a combined water and sewerage business, in which case the threshold is 10,000.00 or more premises being connected to a water service as at 30 June of the financial year ending immediately before the current financial year. Council does not have more than 10,000.00 premises connected to a water service therefore does not meet the threshold to be recognised as a significant business activity.

During the 2022/23 financial year, Council operated the following business activities:

- Waste Collection
- Water
- Sewerage
- Caravan Park

None of the above activities satisfied the statutory threshold for classification as a significant business activity.

Application of the code of competitive conduct to the above business activities is not recommended as it is considered that the cost of applying the code will outweigh the benefits. However Council will consider the competitive neutrality principle when setting prices relating to the business activities. This will involve the determination of a fair and equitable pricing regime based on full cost pricing principles.

Consultation

The requirements of the legislation and Council's Business Activities were discussed at the Council Workshop held on 6 June, 2023.

Budget & Resource Implications

There are internal administrative costs associated with applying the code of competitive conduct. The proposed resolution will minimise these costs .

Legal Authority & Implications

Local Government Act 2009

Local Government Regulation 2012

Policy Implications

Not Applicable.

Risk Implications (Strategic, Operational, Project Risks)

Not Applicable.

Attachments

None

6.3.4. FINANCIAL AND ADMINISTRATIVE SERVICES

Corporate Purchase Card Policy

File Reference: 1193

Report Author: Tanya Saldumbide, Expenditure Services Coordinator

Authoriser: Kim Olsen, Manager Finance and Administrative Services

Meeting Date: 13 June 2023

Link to Corporate/Operational Plan:

Burdekin Shire Council Corporate Plan 2022-2027

5.2.2: Responsibly manage Council's financial position to ensure sustainability.

Executive Summary

The Corporate Purchase Card Policy was developed to establish a criteria for issuing Corporate Purchase Cards and outlines responsibilities for cardholders.

Purchase cards will not be issued to contractors, temporary employees, or elected members with the exception of the Mayor.

Recommendation

That Council adopts the attached Corporate Purchase Card Policy.

Background

In 2005 Council introduced Corporate Purchase Cards to authorised cardholders for the purchase of goods and services as a preferred form of payment for low cost/risk items.

The Corporate Purchase Card Policy provides guidance of the provision of and usage of Corporate Purchase Cards and is supported by the Corporate Purchase Card Operational Standard. Additionally, cardholders are required to comply with Council's Procurement Policy.

Consultation

There have been no changes to the existing Corporate Purchase Card Policy which was previously reviewed by Council's Senior Leadership Group (SLG).

Budget & Resource Implications

Not Applicable.

Legal Authority & Implications

Local Government Act 2009

Local Government Regulation 2012

Policy Implications

This replaces the previous Corporate Purchase Card Policy and will be updated in Council's Policy Register and published to Council's public website.

Risk Implications (Strategic, Operational, Project Risks)

This policy assists in addressing some of the risks associated with Corporate Purchase Cards and provides guidance on their provision and use. The risk of misuse or improper use of Corporate Purchase Cards is also addressed, in part, by this policy together with Council's Code of Conduct.

Attachments

1. Corporate Purchase Card Policy

Policy Type	Corporate
Function	Financial Management
Policy Owner	Manager Financial and Administrative Services
Policy Contact	Accounts Payable Administrator
Effective Date	13 July 2021

Purpose

To ensure the probity, accountability and transparency of the use and issue of Council Corporate Purchase Cards in accordance with legislative, contractual and policy requirements.

Scope

This policy applies to all Council Corporate Purchase Cardholders.

Objectives

The objective of this policy is to provide guidance on the provision and use of Corporate Purchase Cards and ensure sound governance of expenditure incurred by all Cardholders.

Policy Statement

Council will provide corporate purchase cards to authorised Cardholders for purchases where a Council purchase order would not be accepted, or it is more efficient to use a card. Card usage must be in accordance with relevant Council Procurement Policy and officer's financial delegation.

Issuing of Corporate Purchase Cards

The Chief Executive Officer has delegated authority to authorise the issuing of Corporate Purchase Cards.

Corporate Purchase Cards are issued to permanent employees of Council where it can be demonstrated that the facility is necessary and is the most effective measure for making payments for expenses incurred in the course of official Council business. Cards will not be issued to elected members (other than the Mayor), contractors or temporary employees. Cards will not be issued to new employees until the required 3-month probation has been completed.

The Corporate Purchase Card is approved for the employee in their current position. If the employee moves to another position where a Corporate Purchase Card is not approved/required or terminates their employment, their card must be surrendered with the appropriate cancellation form signed by their Supervisor and forwarded to the Finance Department for cancellation.

Responsibilities

Cardholders must retain transactional evidence i.e. original tax receipts or invoices to support all charges as proof of purchase and to enable the claiming of GST.

Cardholders issued with a Corporate Purchase Card are in a position of trust regarding the use of public funds.

Cardholders are required to comply with the Council's Codes of Conduct.

The Cardholders must ensure that the card is kept in a secure manner and guarded against improper use. The cardholder will be personally responsible for the security of the card, associated card information and any disputed charges.

The Corporate Purchase Card is issued in the Cardholders personal name and is only to be used by the Cardholder.

Corporate Purchase Card Usage

- All purchases made on cards must comply with relevant legislation including the *Local Government Act 2009* and the *Local Government Regulation 2012*.
- All purchases made on the card must comply with Council policies including the Procurement Policy.
- Purchases made on cards should be for goods and services required for conducting official business for Burdekin Shire Council.
- Cash out advance facility has been disabled on all Council cards.
- Use of Corporate Purchase Card for purchases over the internet should be restricted to trusted secure sites.

Risk Management

Like all other procurement methods, there are various risks associated with the use of Corporate Purchase Cards. Council is committed to ensuring transparency, accountability and good governance to reduce these risks. This policy helps to address some of the risks associated with the use of Corporate Purchase Cards by setting clear guidelines for appropriate approvals and responsible use. The risk of misuse or improper use of Corporate Purchase Cards is also addressed, in part, by this policy along with Council's Code of Conduct.

Legislation

Local Government Act 2009 (Qld)

Local Government Regulation 2012 (Qld)

Definitions and Abbreviations

Cardholders refers to Council Officers and the Mayor.

Code of Conduct refers to Council's Code of Conduct for Workers and Code of Conduct for Councillors.

Related Documents

Reference Number	Document Title
GOV-POL-0008	Entertainment and Hospitality Policy
FIN-POL-0004	Procurement Policy
EXP-OSD-0001	Corporate Purchase Card Operational Standard
TRN-OSD-0001	Travel Expenses Operational Standard
ECM 1068863	Burdekin Shire Council Code of Conduct for Workers
DLGRMA	Code of Conduct for Councillors in Queensland

Document History and Version Control

Title of Document	Corporate Purchase Card Policy
Document Reference Number	EXP-POL-0001 Rev 2
Review Schedule	24 months
Council Meeting Date	13 July 2021
Council Resolution Number	1655102

6.4.1. GOVERNANCE

Nomination of Burdekin Show Holiday Date for 2024

File Reference: 1013

Report Author: Jodie Ordorica, Governance Support Officer

Authoriser: Nick OConnor, Director Corporate and Community Services

Meeting Date: 13 June 2023

Link to Corporate/Operational Plan:

Burdekin Shire Council Corporate Plan 2022-2027

1.4.2: Support community organisations and events.

Executive Summary

Council has received correspondence from the Office of Industrial Relations inviting Council to make nomination for a show or special holiday for 2024.

Recommendation

That Council makes application to the Office of Industrial Relations for the appointment of the following public holiday in 2024:

- *Wednesday, 26 June 2024 – for the whole of the Burdekin Shire – Burdekin Annual Show Holiday.*

Background

The Holidays Act 1983 provides for the granting and observance of special holidays which includes show days. Each year local governments are requested by the Office of Industrial Relations to nominate special and show holidays for the following year.

The Queensland Chamber of Agricultural Societies Inc. (QCAS) is a peak body for the Agricultural Show Societies in Queensland. The Ayr Pastoral, Agricultural & Industrial Association Inc. must abide by the rules and regulations of the QCAS and the show date must be set so as not to impede another district's annual show.

Consultation has been held with the Ayr Pastoral, Agricultural & Industrial Association Inc. The Association has requested that Council nominates Wednesday, 26 June as the show holiday for 2024.

Upon receiving Ministerial approval, the holiday will be published in the Queensland Government Gazette.

Consultation

Ayr Pastoral, Agricultural & Industrial Association Inc.

Budget & Resource Implications

Not Applicable.

Legal Authority & Implications

Not Applicable.

Policy Implications

Not Applicable.

Risk Implications (Strategic, Operational, Project Risks)

Not Applicable.

Attachments

None

6.4.2. GOVERNANCE

Townsville City Council - Haughton Pipeline Project Stage 2 - Request for Easements and Temporary Construction Access Areas within Reserve Land.

File Reference: 1964

Report Author: Craig Batchelor, Governance and Property Officer

Authoriser: Nick OConnor, Director Corporate and Community Services

Meeting Date: 13 June 2023

Link to Corporate/Operational Plan:

Burdekin Shire Council Corporate Plan 2022-2027

3.4.2: Review land supply and uses to meet community and business needs.

Burdekin Shire Council Operational Plan 2022-2023

CG3 Manage Council's property portfolio (including the Ayr Aerodrome) in accordance with legislation with the timely reporting of matters to Council for approval.

Executive Summary

Council is trustee of both Lot 15 Crown Plan 891307 and Lot 33 Survey Plan 331997, both being Camping and Water Reserves. Townsville City Council has written to Council seeking a 'letter of no objection' for the granting of easements over both reserves to allow for the construction of the Haughton Pipeline Project Stage 2 including provision for necessary 'temporary construction access areas'.

Recommendation

That Council:

Write to Townsville City Council:

Confirming that Council will provide a 'letter of no objection' for the granting of a 'water supply pipeline easement' and associated 'temporary construction access area' on and through land parcels described as Lot 15 Crown Plan 891307 and Lot 33 Survey Plan 331997, each being a Camping and Water Reserve for which Council is trustee, subject to the following conditions.

That Townsville City Council:

1. Obtain the written consent of both the State Permittee and Trustee Lessee of the respective land parcels for the granting of the easement and associated temporary construction access area; and
2. Submit all necessary applications and other information, as determined by Council, for consideration and assessment; and
3. Undertake the preparation and lodgment of all necessary documentation for the granting of the easements, at no expense to Council.

The granting of the temporary construction access area period, for both parcels of land, will expire on 31 July 2026.

Background

In furtherment of the process of the Haughton Pipeline Project Stage 2, Townsville City Council is continuing to secure land tenure arrangements for the path of the pipeline to source water from the Burdekin River to the Ross River Dam.

The easement and associated works affecting Lot 15 Crown Plan 891307 will provide for passage of the pipeline through a Camping and Water Reserve for which Council is trustee but is subject to a State permit for grazing purposes to Rapisarda Pty Ltd. Consent of the permittee will be required.

Similar to Lot 15, Lot 33 Survey Plan 331997 is also a Camping and Water Reserve for which Council is trustee. Part of Lot 33 is subject to a trustee lease between Council and SW & JA Sheahan. Consent of the trustee lessee will be required.

Consultation

Townsville City Council, Manager Planning and Development, Manager Technical Services and Director Corporate and Community Services.

Budget & Resource Implications

All costs associated with priority purchase application and interim trustee lease to be borne by Townsville City Council.

Legal Authority & Implications

Not Applicable.

Policy Implications

Not Applicable.

Risk Implications (Strategic, Operational, Project Risks)

Not Applicable.

Attachments

None

7.1.1. ENVIRONMENTAL AND HEALTH SERVICES

Proposed Bait and Tackle Stall - Jerona Boat Ramp

File Reference: 652,649

Report Author: Dan Mulcahy, Manager Environmental and Health Services

Authoriser: Nick Wellwood, Director Infrastructure Planning and Environmental Services

Meeting Date: 13 June 2023

Link to Corporate/Operational Plan:

Burdekin Shire Council Corporate Plan 2022-2027

2.1.4: Encourage business establishment, development, and expansion.

Executive Summary

A written request has been made by Mr. Sean Ford to operate a bait and tackle stall at Jerona boat ramp and a recommendation on the request is provided. Council has recently approved a policy for vending on Council owned and controlled land and the conditions outlined herein conform with the policy.

Recommendation

That Council approves the request from Mr. Sean Ford to operate a stall which will sell bait, tackle and ice on the southwest side of the shelter which is to the left of the Jerona boat ramp subject to the following conditions:

1. The applicant is to complete and submit an application for Commercial Use of Local Government Controlled Areas and Roads.
2. Conditions of approval will include:
 - a. The conduct of the approved use must be in accordance with the application submitted and any supporting documentation, except as otherwise specified by any conditions of approval.
 - b. The preparation, handling and serving of food and drinks are to be conducted in accordance with the requirements of the *Food Act 2006 and Food Standards Australia and New Zealand (FSANZ) Food Standards Code*.
 - c. Compliance with the *Environmental Protection (Noise) Policy 2019*.
 - d. Hold public liability insurance in an amount not less than \$10 million against claims for personal injury and property damage resulting from the approved use.
 - e. Indemnify the Council and the State Government (in respect of State-owned land) against all actions, proceedings, claims, demands, costs, losses, damages and expenses which may be brought against, or made upon, the Council or the State as a result of the activity.
 - f. Restricted to the designated site as approved by Council.
 - g. If the approval holder or the holder's employee or agent intentionally or negligently damages the Council controlled area, it must pay to the Council the amount it would cost to rectify the damage.
 - h. Mobile vendor vehicles are to be roadworthy vehicles that are licenced by the Department of Transport and Main Roads.
 - i. Ensure that the vehicle and all equipment used in the operation of the activity are maintained in good working order and in a clean and sanitary condition at all times.
 - j. No obstruction to pedestrian flow or vehicular traffic.
 - k. Only serve customers from the non-traffic side of the vehicle used in the operation of the activity.
 - l. Compliance with existing parking restrictions which apply to the area at all times.
 - m. The activity must not have an unreasonable detrimental effect on the amenity of the surrounding area.
 - n. Litter is to be cleared at all times from in and around the vendor site by the operator.

- o. Appropriate rubbish bins are to be provided by the operator in numbers adequate to service the patrons and removed, along with all rubbish from the site at the end of each trading day.
- p. Not discharge trade waste generated by the operation of the activity otherwise than in accordance with an approval under the Water Supply (Safety and Reliability) Act 2008.
- q. Trees and other significant streetscape elements such as benches, pergolas and rubbish bins are not to be obstructed, covered, removed, relocated or modified.
- r. Permanent structures are not permitted.
- s. Any temporary fixtures (such as umbrellas, bins and stools) are to be safe to use and removed at the end of trading. The use of and location of these fixtures must be approved.
- t. Fixtures are not to be placed where they present a barrier or danger to pedestrians or vehicles.
- u. Not place a sign or device advertising the activity on any Council owned or controlled area or road without approval.
- v. Must provide own power supply.
- w. Mobile vehicle to be removed at the end of trading each day.
- x. The approval is not valid for events on at the approved location unless specifically approved by the event organiser.
- y. It is noted that your location is adjacent a shelter. This shelter is not to be obstructed or used by you and kept free and clear for use by the public.
- z. The approval may be revoked at any time.

Background

Council has received a request in relation to a proposed bait, tackle and ice stall operating at Jerona boat ramp from Monday to Sunday on a weekly basis from 5.00 am to 5.00 pm daily.

The applicant has nominated a site to position a ute and stall, covering 6m² in the carpark, on the southwest side of the shelter which is to the left of the Jerona boat ramp, Jerona. The plan attached shows the general location marked with a red circle.

There are no other vending approvals in Jerona.

The applicant does not currently require a Food Business Licence under the Food Act 2006 for this activity.

Council has a policy for vending on Council owned or controlled land. However, a resolution of Council is required for this location.

The proposed location of the bait, tackle and ice stall is approximately 80 metres from the nearest residence. There are no fixed premises which sell or offer for sale, the same of similar goods or services in this area.

Approval of the activity may enhance the use, amenity and enjoyment of the area by boat ramp users and visitors. It is therefore recommended that the applicant be granted approval subject to appropriate conditions.

Consultation

Discussed at Council Workshop held on 6 June 2023.

Budget & Resource Implications

Not Applicable.

Legal Authority & Implications

Not Applicable.

Policy Implications

Not Applicable.

The conditions of approval reflect the policy on vending on council owned or controlled land.

Risk Implications (Strategic, Operational, Project Risks)

Any identified risks will be evaluated and managed in accordance with the Enterprise Risk Management (ERM) Policy and the adopted ERM Framework.

Operational risks are minimised by the setting of appropriate conditions. The conditions also take into account the lack of nearby fixed premises which may feel aggrieved by Council approving such a use.

Attachments

1. Plan of proposed location



7.1.2. ENVIRONMENTAL AND HEALTH SERVICES

Sole Supplier - Dune Restoration Project

File Reference: 1984

Report Author: Dan Mulcahy, Manager Environmental and Health Services

Authoriser: Nick Wellwood, Director Infrastructure Planning and Environmental Services

Meeting Date: 13 June 2023

Link to Corporate/Operational Plan:

Burdekin Shire Council Corporate Plan 2022-2027

4.2.3: Protect and enhance the natural environment, partnering with organisations and the community to safeguard and improve environmentally sensitive areas.

5.2.2: Responsibly manage Council's financial position to ensure sustainability.

Executive Summary

Council has received funding from the Local Government Association of Queensland (LGAQ) under the Coastal Hazard Adaption Program (QCoast 2100) of \$75,000.00 ex GST for the Wunjunga/Beachmount Dune Protection Works Project which totals \$85,000.00. Due to delays in sourcing plant stock, Council is seeking an extension for completion of the project.

Similar dune protection works were completed at Lynch's Beach, Alva in 2022 in conjunction with NQ Dry Tropics (NQDT), whereby the NQDT facilitated plant sourcing and planting as part of one of their projects.

Council is wishing to avail itself to the expertise of NQDT to perform a similar role for the Wunjunga/Beachmount project. In order to meet the contracting provisions of the Local Government Act Regulation 2012, Council must pass a resolution that NQ Dry tropics is the only supplier reasonably available to undertake this work.

Recommendation

That in accordance with Section 235 (a) and (b) of the Local Government Regulation 2012, Council resolve that NQ Dry Tropics is the only supplier reasonably available to Council to undertake the planning, procurement and planting role for the Wunjunga/Beachmount Dune Protection Works Project.

Background

Council has received funding from the Local Government Association of Queensland (LGAQ) under the Coastal Hazard Adaption Program (QCoast 2100) of \$75,000.00 ex GST for the Wunjunga/Beachmount Dune Protection Works Project which totals \$85,000.00.

This project was part of the 2022-23 Budget. Due to delays in sourcing plant stock, Council is seeking an extension for completion of the project, which may not be completed until 30 June 2024.

Similar dune protection works were completed at Lynch's Beach, Alva in 2022 in conjunction with NQ Dry Tropics (NQDT), whereby the NQDT facilitated plant sourcing and planting as part of one of their projects.

To complete the new Wunjunga/Beachmount Dune Protection Works Project, it would be advantageous for Council to engage NQDT to perform a similar specialist type of role, as a contractor of Council.

The Wunjunga/Beachmount Dune Protection works include phase one revegetation of erosion prone areas and fencing and signage. Enhancing partnerships with key stakeholders is a component of the implementation. Revegetation activities are to focus on the narrow dunes between Beachmount Road and the coast, and between Charlie's Break and the coast, which are considered to have the lowest resilience to storm erosion and at risk of a breakthrough during an extreme storm event.

Likely work to be undertaken by NQDT for the Wunjunga/Beachmount Dune Protection Works Project include the following:

Planning Phase

A site visit to ground truth the area and identify the constraints of the site. A site visit would:

- Identify access points for revegetation contractors and the equipment they would need to use
- Identify water availability for the watering component to inform cost and timing of plantings - more difficult water access would be more expensive
- Confirm the species list and density of plantings required or identify areas where facilitated revegetation can/should be undertaken - facilitated revegetation has been incredibly effective on the Alva Beach plantings and would be less expensive than direct planting
- Identify site preparation requirements - in some cases weed control may be required to support appropriate revegetation which would add additional expense
- Identify risks to the plantings (ie. 4WD use, erosion) and strategies to mitigate - for example the requirement for temporary fencing, signage, or installation of more permanent structures

Project Delivery Phase

This component would include:

- Order the appropriate number and amount of plants
- Undertaking a subcontractor for labour
- Deliver revegetation (and community planting event)
- 3 watering events to support survival of plants
- Installation of temporary fencing as required
- Short-term monitoring of plant survival and dune recovery

Council responsibilities would include:

- Cost and implementation of permanent fencing where required
- Installation of project and educational signage
- Promote legal use of off-road vehicles in partnership with DES

Given the timeframe for the works to be completed, it is advantageous to appoint NQDT to perform the role. In addition, given their relevant experience in the role and linkages with other local community organisations, Council could form the opinion that there is only one (1) supplier who is reasonably available, or because of the specialised nature of the services that are sought, it would be impractical or disadvantageous for Council to invite quotes.

Consultation

Discussion with NQDT on their ability to undertake the required tasks and activities. Discussed at Council Workshop held on 6 June 2023.

Budget & Resource Implications

Funding is provided in the 2022-23 Budget. Proposed grant funds of \$75,000.00 can be constrained to 2023-24. Council's funding component of \$10,000.00 is sourced from the Environmental Levy Reserve.

Legal Authority & Implications

Section 235 of the Local Government Regulation 2012 provides for a number of exceptions where Council may enter into a medium sized contractual arrangement without first inviting written quotes.

Policy Implications

Council's Procurement Policy refers to Section 235 (above).

Risk Implications (Strategic, Operational, Project Risks)

Council's adopted Enterprise Risk Management Framework will be applied to all vending applications and processes. Officers will refer to Council's ERM Framework for further information pertaining to Council's risk appetite and agreed escalation plan once risks have been identified and rated.

NQDT are a proven contractor in providing the specialist type of services required to complete the Wunjunga/Beachmount Dune Protection Works Project. Due to shortages in plant stock and lead times in ordering and receiving the required plant stock, project completion could be jeopardised if orders are delayed.

Attachments

None

7.2.1. OPERATIONS

Supply and Installation of Fencing at Ayr Aerodrome

File Reference: 2483

Report Author: Gary Keane, Manager Contracts

Authoriser: Nick OConnor, Director Corporate and Community Services

Meeting Date: 13 June 2023

Link to Corporate/Operational Plan:

1.1.1: Support projects and activities to improve public safety, health and inclusiveness through strategic partnerships.

3.1.2: Collaborate with State and Federal Governments to enhance the regional transport network

Burdekin Shire Council Corporate Plan 2022-2027

Burdekin Shire Council Operational Plan 2022-2023

Executive Summary

Tenders for TBSC/23/004 – Supply and Installation of Fencing at Ayr Aerodrome closed at 2.00 pm on 10 May 2023.

Forty-eight sets of documents were requested and issued to prospective tenderers.

Seven (7) tenders were received at the nominated closing time, five (5) from regional companies, one (1) from Central Queensland and one (1) from South Australia. A late tenderer which cannot be considered was received by email from a company in Victoria.

Recommendation

That Council accepts the alternative tender for Option 4 submitted by Townsville Fencing Around for the amount of \$ 207,500.00 Ex GST. This being the most advantageous alternative tender to Council.

Background

On 25 January 2023 Council received notification from the Department of Industry, Science and Resource that its funding application under the Regional Airports Program Round 3 had been successful. The total amount of funding allocated to Council under that round of funding was \$139,000.00 ex GST. Funding was approved on a 50/50 arrangement with Council being required to contribute \$139,000.00 ex GST towards the project making the total project funding \$278,000.00 ex GST. Council subsequently called tenders for the Supply and Installation of Fencing at the Ayr Aerodrome. The acceptance of the above recommended Tender is in line with Council's Procurement Policy 2022/2023.

Consultation

Tenders for the above, closing at 2.00 pm on 10 May 2023 were advertised on Council's Web page and Vendor Panel Marketplace on 11 April 2023. A meeting of prospective tenderers was held at the Aerodrome at 10.30 am on Thursday 27 April 2023 to explain the purpose of the tender and permit prospective tenderers to ask questions. Seven (7) prospective tenderers attended the meeting. Attendance at the meeting was non-mandatory. Three (3) tenderers submitted alternative tenders to that specified as detailed below.

Tenderer	Conforming Price Excl. G.S.T.	Non- Conforming Excl. G.S.T.	Comments.
Fence Wright.	\$ 516,580.00		Conforming
A Gabrielli Constructions.	\$ 349,500.00	\$ 324,500.00	Non-Conforming was for Stiffwire. Fencing.
North Queensland Fencing Supplies	\$ 298,680.00 Galv. Pickets \$ 292,108.00 Tare Pickets		Conforming.
RNCO	\$ 279,000.00 Galv. Pickets \$ 263,000 Tare Pickets		Conforming
Townsville Fencing Around.	\$ 261,181.60 Galv. Pickets \$ 251,450 Tare Pickets	\$ 183,590.00	Non-Conforming was for Stiffwire. Fencing.
McGinniss Contracting	\$ 217,894.80 Galv. Pickets \$ 209,998.20 Tare Pickets.		Conforming.
Queensland Pacific Rim Pty. Ltd.	\$ 211,038.56 Galv. Pickets \$ 203,677.50 Tare Pickets	\$ 183,890.31	Non-Conforming was for Tuffknot fencing 1200 high with 2 strands of Barbwire, total height 1800mm
Clipex Fencing and Stockyards	\$ 175,664.28 Galv. Pickets \$ 166,419.48 Tare Pickets	\$ 154,815.08 \$ 142,061.23	Late Tender – Cannot be considered. Non-Conforming was for 1800mm and 1500mm Tuff knot fencing.

Following an inspection of one (1) of the alternatives offered it was determined that this was superior to the originally specified fence. Consequently, all seven (7) eligible tenderers were requested to submit an alternative tender for four (4) different options. These options being:

Option 1 – 1200mm high Galv. Stiffstay fence with 300 apron.

Option 2 – 1200mm high Waratah Stockgrip 12/115/15 blue wire long life fence with 300 apron.

Option 3 – 1200mm high Galv. Stiffstay fence with 300 apron and one strand of Barbwire.

Option 4 – 1200mm high Waratah Stockgrip 12/115/15 blue wire long life fence with 300 apron and one strand of Barbwire.

The alternative tenders closed at 2.00 pm on 25 May 2023. At the time of closing five (5) tenders were received from the seven (7) companies requested to submit alternative tenders. Three (3) tenders were from Townsville Companies, one (1) from Central Queensland and one (1) from South Australia. The tenders received are detailed below.

Company.	Option 1. Excl. G.S.T.	Option 2. Excl. G.S.T.	Option 3. Excl. G.S.T.	Option 4. Excl. G.S.T.	Comments.	Evaluation Criteria Score
RNCO	\$139,270.00	\$170,881.00	\$149,275.00	\$185,360.00	South Australian Company	9.7 & 9.7
McGinniss Contracting	\$183,804.60	\$187,014.60	\$188,345.40	\$202,037.40	Central Queensland Company	8.52 & 8.12
Townsville Fencing Around.	\$182,960.00	\$196,290.00	\$190,110.00	\$207,500.00	Townsville Company	9.2 & 9.25
North Queensland Fencing Supplies	\$251,734.00	\$264,462.00	\$255,874.00	\$274,938.00	Townsville Company	7.72 & 7.62
A Gabrielli Constructions	\$395,000.00	\$420,000.00	\$435,000.00	\$485,000.00	Townsville Company	4.47 & 5.17

Under the Terms and Conditions of the Request for Tender the following clauses have been included to allow Council flexibility in the acceptance of Tenders.

"8. Acceptance of Tenders.

8.1 Ability to accept The Principal is not bound to accept the Tender with the lowest Price or the Tender with the highest score against the Evaluation Criteria, or any Tender. The Principal will, if it accepts a Tender, accept the Tender which it reasonably believes is the most advantageous to it having regard to the Sound Contracting Principles to the extent that they are applicable and relevant to the request for Procurement Process.

8.2 Local Preference The Principal may accept a Tender lodged by a Local Supplier in preference to comparable Tenders from Non-Local Suppliers even if the Tenders from Non-Local Suppliers have been assessed as more favourable in terms of one or more Evaluation Criteria, so long as the overall differences are not substantial, and so long as it is clear that the Local Supplier can meet the Principal's requirements at an acceptable standard which is generally comparable to that of the Non-Local Suppliers".

Although RNCO from South Australia was the lowest tenderer and scored highest on the selection criteria, they only gave an undertaking to purchase star pickets from Townville and stay in local accommodation. Their referees were reasonable, however from the information provided they have not carried out work in Queensland previously.

McGinniss Contracting from Central Queensland has been operating since 2017 and provided no referees and only an undertaking to stay in local accommodation.

Fencing Around Townsville has given an undertaking to source all materials from Ayr and Townsville and utilise local accommodation. This firm has previously completed five projects for Council with excellent results. They have indicated that they could commence works within a few weeks of notification provided materials are available.

Budget & Resource Implications

Council has secured funding under the Regional Airports Program Round 3 for \$139,000.00 ex GST which Council will match over the 2022/23 and 2023/24 financial years.

Legal Authority & Implications

Local Government Regulations 2012, Chapter 6 Contracting

Division 2: Entering into particular contracts.

Section 226: Large-sized contractual arrangement – tenders needed first. Burdekin Shire Council Procurement Policy 2022/2023.

Policy Implications

The calling of tenderers is consistent with the Burdekin Shire Council Procurement Policy 2022/2023 as follows:

Clause 3 Objectives states:

- The objectives of this policy are to achieve advantageous procurement outcomes by: promoting value for money with probity and accountability; and
- advancing Council's economic, social and environmental policies; and
- providing reasonable opportunity for competitive local businesses that comply with relevant legislation to supply to Council; and
- promoting compliance with relevant legislation.

Clause 5 Principles states:

Councillors and Council Officers must have regard to the following sound contracting principles in all purchasing and disposal activities in accordance with the Local Government Act, Section 104:

(a) Value for money Council must harness its purchasing power to achieve the best value for money. The concept of value for money is not restricted to price alone. The value for money assessment must include consideration of:

- contribution to the advancement of Council's priorities; and
- fitness for purpose, quality, services and support; and
- whole-of-life costs including cost of acquiring, using, maintaining and disposal; and
- internal administration costs; and
- risk exposure.

(b) Open and effective competition Purchasing and disposal should be open and result in effective competition in the provision of goods and services and disposal of assets. Council must give fair and equitable consideration to all prospective suppliers or purchasers.

(c) The development of competitive local business and industry Council encourages the development of competitive local businesses within its Local Government area.

Where price, performance, quality, suitability and other evaluation criteria are comparable, the following areas may be considered in evaluating offers:

- creation of local employment opportunities;
- more readily available servicing support;
- more convenient communications for contract management;
- economic growth within the local area;
- benefit to Council of associated local commercial transaction.

Large-sized Contractual Arrangements – Tenderers Needed First

These arrangements are for purchases from a supplier that is expected to be worth \$200,000.00 or more ex GST. These purchases are governed by the Regulation Sections 224, 226, 228 and Division 3 of Chapter 6 Contracting. Generally, the following applies:

- Council must either invite written tenders under Regulation Sections 226 and 228 or invite expressions of interest decided by Council resolution under Section 228(3) before considering whether to invite tenders under Section 228(6)(b).

The invitation for tenders or expressions of interest must:

- be published on the Council's website for at least 21 days; and
- be made by an advertisement in a newspaper that circulates generally in the Local Government area of Council; and
- allow written tenders or expressions of interest to be given to Council while the invitation is published on the website.

Risk Implications (Strategic, Operational, Project Risks)

The fencing of the Ayr Aerodrome shall significantly reduce the risk of Aircraft striking wildlife on the runway whilst landing or departing the Aerodrome. Should Council not fence the Aerodrome there is a high risk of death and catastrophic damages to aircraft.

Attachments

None

7.4.1. TECHNICAL SERVICES

Faulty or Broken Water Meter Policy

File Reference: 796

Report Author: Jodie Ordorica, Governance Support Officer

Authoriser: Kevin Byers, Manager Technical Services

Meeting Date: 13 June 2023

Link to Corporate/Operational Plan:

Burdekin Shire Council Operational Plan 2022-2023
CG5 - Manage Council's Corporate Policy Program.

Executive Summary

This policy is to provide Council with a method of charging for water consumption where the water meter has been found to be faulty or broken.

This policy has been reviewed in accordance with the review schedule and is now presented to Council for re-adoption with minor amendments.

Recommendation

That Council adopts the Faulty or Broken Water Meter Policy attached to this report.

Background

The Faulty or Broken Water Meter Policy was introduced to achieve an economical outcome for both the Ratepayer and Council.

The policy was previously adopted with a 24-month review period and has been reviewed and updated. The following amendments have been made:

- Policy Owner changed to Manager Water and Waste Water
- Policy Contact changed to Supervisor Network Operations
- Review period extended to 36 months

Consultation

The policy has been reviewed in consultation with Council's Manager Water and Waste Water, Manager Technical Services and Director Infrastructure Planning and Environmental Services and was discussed at a Council Workshop held on 2 May 2023.

Budget & Resource Implications

Not Applicable.

Legal Authority & Implications

Not Applicable.

Policy Implications

The policy will be updated on Council's public website and in Council's Policy Register.

Risk Implications (Strategic, Operational, Project Risks)

Council acknowledges the risk that faulty or broken water meters can lead to incorrect water consumption charges being applied to water connections within the water service areas of the Burdekin Shire. Council supports the Local Government Principle of transparent and effective process, and decision-making in the public interest.

This policy is a control measure to ensure that fees for water consumption are charged fairly when faulty or a broken water meters have been detected. The policy provides a transparent and equitable process to reduce the risk of customers being unfairly charged and outlines an equitable process for the replacement of faulty meters.

Attachments

1. Faulty or Broken Water Meter Policy

Policy Type	Corporate
Function	Water Supply
Policy Owner	Manager Water and Waste Water
Policy Contact	Supervisor Network Operations
Effective Date	13 June 2023

Purpose

The purpose of this policy is to provide Council with a method of charging for water consumption where the water meter has been found to be faulty or broken.

Scope

The Water Meter Policy (the 'Policy') applies to water connections in the water service areas within Burdekin Shire Council that are not used solely for fire services.

Policy Statement

Where a water meter has been found to be incorrectly recording water consumption the following will occur:

Faulty or Broken Water Meters

Council will be responsible for the cost to repair or replace water meters that are deemed faulty due to deterioration or general wear and tear.

If the damage was found to be caused by someone other than Council staff, Council will charge any costs incurred in repairing a damaged or broken water meter to the property owner. If the meter was not damaged by the owner, it is the owner's responsibility to recoup the fees from the third party.

Testing of Water Meters

If a customer believes a water meter is recording inaccurately the customer may, upon prepayment of the *Testing of a Meter Fee*, request that the meter be tested either independently or by Council. Council will remove the meter and replace it with a temporary meter. The removed meter will be tested. Upon receiving the results, Council will deem the meter to be accurate if it is reading within $\pm 5\%$ of the actual quantity of water passing through it.

If the water meter is not functioning correctly the following will occur:

- The test fee will be refunded;
- The meter will be replaced at no cost to the resident;
- The associated water usage will be adjusted.

Calculating Water Usage when a Water Meter has Stopped or is Faulty

When a water meter has stopped or has been proven to be faulty, Council will adjust the customer's account accordingly. Council will estimate the consumption by considering the daily average consumption of a comparative period or the whole of the previous financial year, whichever is the lowest, and multiplying this average by the number of days the meter is out of order or registering inaccurately.

Exceptions

Nil.

Objectives

To achieve an economical outcome for both the Rate Payer and Council.

Risk Management

Council acknowledges the risk that broken or faulty water meters can lead to incorrect water consumption charges being applied to water connections within the water service areas of Burdekin Shire. Council supports the Local Government Principle of transparent and effective process, and decision-making in the public interest. This policy is a control measure to ensure that fees for water consumption are charged fairly when faulty or a broken water meter has been detected. The policy provides a transparent and equitable process to reduce the risk of customers being unfairly charged and outlines an equitable process for the replacement of faulty meters.

Legislation

Water Supply (Safety and Reliability) Act 2008

Definitions and Abbreviations

Billing Period	the time between meter readings which occur two times per year.
Resident	property owner or tenant who resides at the property.
Council	means Burdekin Shire Council.
Owner	individual or entity in possession of title for the land.

Document History and Version Control

Title of Document	Faulty or Broken Water Meter Policy
Document Reference Number	TEC-POL-0001 Rev 2
Review Schedule	36 months
Council Meeting Date	13 June 2023
Council Resolution Number	Click or tap here to enter text.

7.4.2. TECHNICAL SERVICES

Undetected Water Leak Policy

File Reference: 1291

Report Author: Jodie Ordorica, Governance Support Officer

Authoriser: Kevin Byers, Manager Technical Services

Meeting Date: 13 June 2023

Link to Corporate/Operational Plan:

Burdekin Shire Council Operational Plan 2022-2023
CG5 - Manage Council's Corporate Policy Program.

Executive Summary

This policy explains how Burdekin Shire Council will manage requests for financial adjustments related to undetected water leaks of potable water.

Recommendation

That Council adopts the Undetected Water Leak Policy attached to this report.

Background

The objective of this policy is to allow an equitable remission of water charges whilst maintaining the owner's responsibility of maintenance of the internal water service and wastage of water.

The policy was previously adopted with a 24-month review period and has been reviewed and updated. The following amendments have been made:

- Policy Owner changed to Manager Water and Waste Water
- Policy Contact changed to Supervisor Network Operations
- Review period extended to 36 months

Consultation

The policy has been reviewed in consultation with Council's Manager Water and Waste Water, Manager Technical Services and Director Infrastructure Planning and Environmental Services and was discussed at a Council Workshop held on 2 May 2023.

Budget & Resource Implications

Not Applicable.

Legal Authority & Implications

Not Applicable.

Policy Implications

The policy will be updated on Council's public website and in Council's Policy Register.

Risk Implications (Strategic, Operational, Project Risks)

Council acknowledges the risk that undetected water leaks can lead to higher than normal water consumption charges being applied to a water connection service. Council supports the Local Government Principle of transparent and effective process, and decision-making in the public interest.

This policy is a control measure to ensure that fees for water consumption are charged fairly when there is evidence that an undetected water leak has occurred. The policy provides a transparent and equitable process to reduce the risk of customers being unfairly charged and outlines the eligibility criteria that must be met for a rebate to be provided.

Attachments

1. Undetected Water Leak Policy

Policy Type	Corporate
Function	Water Supply
Policy Owner	Manager Water and Waste Water
Policy Contact	Supervisor Network Operations
Effective Date	13 June 2023

Purpose

Burdekin Shire Council recognises that property owners may request assistance to reduce the water consumption costs incurred due to an undetected water leak.

This policy explains how Burdekin Shire Council will manage requests for financial adjustments related to undetected water leaks.

Scope

The assistance outlined in this policy applies in circumstances of undetected water leaks of potable water only.

Objectives

The objective of this policy is to allow an equitable remission of water charges where financial hardship is evident, whilst maintaining the owner's responsibility of maintenance of the internal water service and wastage of water.

Policy Statement

Burdekin Shire Council:

- may assist eligible property owners with a financial adjustment of 50% of the difference between the consumption for the billing period and the average of the previous consumption history as recorded by Council over the preceding three (3) years or applicable period of ownership.
- may assist non-residential property owners with a permit to discharge to sewer (trade waste) with an adjustment of the trade waste portion of the charges:
 - where the trade waste charge is calculated based on the water measured through the property's water meter; and
 - if increased trade waste charges occurred due to the relationship between water consumption volumes used to calculate trade waste charges and the concealed leak that occurred.
- will provide a rebate for a maximum of two (2) consecutive billing periods.

Application of this policy is at the discretion of Burdekin Shire Council and all requests for financial adjustment will be assessed against the entire eligibility criteria.

Eligibility Criteria

For a rebate due to an undetected leak to be considered all of the following criteria must be met:

- the water leak must be undetectable e.g. escaping from either underground, under or within concrete or underneath a building where an occupant could not reasonably be expected to know of its existence.

- the leak must be repaired within four (4) weeks of receiving a high water usage notification letter or the date of the water account (whichever was earliest). Notification by Burdekin Shire Council is provided as a courtesy only.
- the application must be submitted to Council by the property owner within three (3) months of receiving a high water usage notification letter or the date of the water account (whichever was earliest).

Council requires the property owner to submit the following details:

- a completed *Undetected Water Leak Rebate Application Form* (available on the Burdekin Shire Council website: www.burdekin.qld.gov.au) giving two (2) accurate water meter readings (one week apart) after the leak has been repaired.
- a letter/report from the licensed plumber who repaired the leak to confirm that the leak was undetectable and the date it was repaired.
- a copy of the licensed plumber's tax invoice for repairing the water leak.

The property owner has not received a rebate for undetected water within the last two (2) years from the same property unless a property transfer had occurred.

Exceptions

Nil.

Risk Management

Council acknowledges the risk that undetected water leaks can lead to higher than normal water consumption charges being applied to a water connection service. Council supports the Local Government Principle of transparent and effective process, and decision-making in the public interest. This policy is a control measure to ensure that fees for water consumption are charged fairly when there is evidence that an undetected water leak has occurred. The policy provides a transparent and equitable process to reduce the risk of customers being unfairly charged and outlines the eligibility criteria that must be met for a rebate to be provided.

Legislation

Nil.

Definitions and Abbreviations

Undetected Leak	water escaping from a private water service that is either underground, under or within concrete or underneath a building where an occupant could not reasonably be expected to know of its existence as determined by the authorised officer.
Average Water Consumption	average water consumption will be calculated based on the last three (3) years or applicable period of ownership. Where no prior billing history is available, the average Burdekin residential consumption will be used.
Billing Period	is the time between meter readings and does not refer to the time when the bill was sent, nor to the time of payment.

Related Documents

Reference Number	Document Title
TEC-FAC-0009	Fact Sheet –Undetected Water Leaks
TEC-FAC-0008	Fact Sheet – Your Water Consumption
TEC-FRM-0007	Undetected Water Leak Rebate Application Form

Document History and Version Control

Title of Document	Undetected Water Leak Policy
Document Reference Number	TEC-POL-0002 Rev 2
Review Schedule	36 months
Council Meeting Date	13 June 2023
Council Resolution Number	Click or tap here to enter text.